# Application for employment form

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| **Post details** | |
| **Application for the post of:** |  |
| **Your application should be submitted to** | [**recruitment@cedarstrust.org.uk**](mailto:recruitment@cedarstrust.org.uk) |

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| **Personal details** | |
| **Full name** |  |
| **Title** | Ms  Mrs  Miss  Mr  Other – please state: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date of birth** |  |
| **Home address** |  |
| **Mobile number** |  |
| **Landline number** |  |
| **Email address** |  |
| **National insurance number** |  |

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| **Employment history** | | | | | | |
| **Title of current or most recent role** | | |  | | | |
| **Start date** | | |  | | | |
| **End date** | | |  | | | |
| **Salary** | | |  | | | |
| **Number of hours per week** | | |  | | | |
| **Length of notice period** | | |  | | | |
| **Employer’s name** | | |  | | | |
| **Employer’s address** | | |  | | | |
| **Employer’s telephone number** | | |  | | | |
| **Brief description of duties** | | |  | | | |
| **Reason for wishing to leave** | | |  | | | |
| **Employment history (please continue on a separate sheet if required)** | | | | | | | | |
| **Employer’s name and address** | | **Position held** | **Salary** | | **Reason for leaving** | **Dates** | | |
| **Start** | **End** | |
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| **Education and qualifications** | | | | | |
| **Qualifications** | **Results (grade or classification)** | **School, college or university** | **How qualification was obtained (e.g. full-time course)** | **Period of study** | |
| **Start** | **End** |
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| **Teaching information** | |
| **Do you have qualified teacher status (QTS)?** |  |
| **Date qualified as a teacher if applicable** |  |
| **DfE reference number** |  |
| **Subject specialism** |  |
| **Are you an early career teacher?** |  |
| **Have you completed skills tests in the following?** | Literacy  Numeracy  ICT |

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| **Other training** | | | |
| **Details** | **Outcomes** | **Dates** | |
| **Start** | **End** |
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| **Personal statement and additional information** |
| **Note to applicant:** Please use this space (or attach an accompanying note/letter) to submit a personal statement in support of your application. This should be no longer than **500 words** and should give any additional relevant information, including details of your professional and leisure interests alongside any skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification. |

## References

It is our policy to take up references for shortlisted candidates. If you are known to your referee/s by a former name, please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.

We reserve the right to take up references with any previous employer.

Your current employer will be asked to provide a reference, in which details of the following will be asked:

* Any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired
* Whether you have been the subject of any child protection concerns and any outcomes from this

Please provide at least **two** references below, with your most recent employer as ‘Referee A’.

One must be your current or last employer (Headteacher for posts in education). If you’ve not previously been employed, please provide details of another suitable referee. If you are not currently working with children or young people but have done so in the past, one referee should be that employer i.e. Headteacher or the Head of the Establishment.

The trust reserves the right to seek any additional references we deem appropriate. Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted

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| **References** | |
| **Referee A** | |
| **Name of referee** |  |
| **Referee job title** |  |
| **Referee email address** |  |
| **Referee mobile number** |  |
| **Referee postal address** |  |
| **Referee B** | |
| **Name of referee** |  |
| **Referee job title** |  |
| **Referee email address** |  |
| **Referee mobile number** |  |
| **Referee postal address** |  |

## Declaration

**Immigration, Asylum and Nationality Act 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the school requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for and have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

**I confirm that I am legally entitled to work in the UK**

**Safeguarding Vulnerable Groups Act 2006**

Cedars Academy Trust are legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check.

**I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children’s Barred List**

**Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)**

All staff and trustees are committed to our moral and statutory responsibility to safeguard and promote the welfare of all children and young people at Cedars Academy. We endeavour to provide a safe and welcoming environment where students and staff are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that our learners receive effective support and protection.

At Cedars Academy pupils are taught about safeguarding, including online, through various teaching and learning opportunities and the academy is fully committed to this as part of the delivery of a broad and balanced curriculum. Our safeguarding procedures apply to all staff, volunteers, visitors and trustees and are consistent with those of the Gateshead Safeguarding Children Partnership (GSCP, formerly LSCB).

It is Cedars Academy’s policy that you declare any un-spent convictions if shortlisted for an interview with us. We ask for this information because we have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those in the school’s care who are receiving it's services. The policy states clearly that only relevant convictions are taken into account.

Because of the nature of the work for which you are applying we also need you to declare any spent convictions if they appear on the list of offences relevant to safeguarding children and vulnerable adults. This list is available at www.gov.uk/guidance/rehabilitation-periods Please check this list carefully.

If we offer you a position and you did not disclose any convictions or other relevant sanctions it could result in dismissal or disciplinary action being taken against you. Any information you give will be completely confidential and will be considered only in relation to the job for which you are applying.

If you are the successful applicant, you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

**I agree that the appropriate enquiry may be made to the DBS**

**Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? No  Yes**

**Do you have any adult cautions or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (exceptions), Order 1975 (amendment) (England and Wales), Order 2020? No  Yes**

**UK GDPR and Data Protection Act 2018**

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the UK GDPR and Data Protection Act 2018. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy: [Cedars Academy Data Protection Policy](https://www.cedarstrust.org.uk/_files/ugd/6c604d_a99ce451843c4595bc54a651261b1d87.pdf).

**I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other third-party processors for the purpose of this recruitment in accordance with Data Protection 2018 and UK GDPR.**

**Online searches**

As part of the recruitment process, online searches may be carried out including, but not limited to, the candidate’s social media pages and online presence. Candidates will not need to provide log in details as employers will use information available publicly online.

**I acknowledge that the employer may search online for any of my publicly available information**

## Disclosure

A candidate for any appointment with the school must state below any known relationship to any member of staff, member of governing board or related to an employee of the school when making an application.

Please list any personal relationships that exist between you and any of the following members of the trust community:

• Governors/trustees

• Staff

• Pupils

If you have a relationship with a governor/trustee or employee, this does not necessarily prevent them from acting as a referee for you.

**Are you related to or have a relationship with any member of the governing board, staff or pupils of the Academy?**

**Yes**  **No**

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| **If yes, please provide details below** |
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## Disability and Accessibility

The trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you’re called for an interview, please state the arrangements you require:

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| **Declaration** | |
| **I declare that all of the information on this form is correct to the best of my knowledge and I note that the withholding, falsification or omission of relevant information by a successful candidate are grounds for disciplinary action which may lead to dismissal.** | |
| **Signed** |  |
| **Date** |  |

## Equal opportunities

The school welcomes applications from anyone regardless of any protected characteristics.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes, and will be confidential and not used to discriminate in favour or against any individual applicant.

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| **Racial and ethnic origins** | | | | | |
| **White British** |  | **Other mixed background** |  | **Black Caribbean** |  |
| **White Irish** |  | **Indian** |  | **Black African** |  |
| **Other white background** |  | **Pakistani** |  | **Other Black background** |  |
| **White and Black Caribbean** |  | **Bangladeshi** |  | **Chinese** |  |
| **White and Black African** |  | **Other Asian background** |  | **Gypsy or Irish Traveller** |  |
| **White and Asian** |  | **Arab** |  | **Any other** |  |
| **If you checked ‘Any other’, please specify** | | |  | | |

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| **Disability** | |
| **As defined under the Equality Act 2010, are you considered to have a disability?** | |
| **Yes** |  |
| **No** |  |

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| **Gender** | |
| **Female** |  |
| **Male** |  |
| **Non-binary** |  |
| **Other (please specify)** |  |

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| **Religion and belief** | | | | | |
| **Christian** |  | **Jewish** |  | **None** |  |
| **Buddhist** |  | **Muslim** |  | **Other religion** |  |
| **Hindu** |  | **Sikh** |  | **Prefer not to say** |  |
| **If you checked ‘Other religion’, please specify** | | |  | | |

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| **Sexual orientation** | | | | | |
| **Bisexual** |  | **Lesbian** |  | **Other** |  |
| **Heterosexual** |  | **Gay** |  | **Prefer not to say** |  |
| **If you checked ‘Other’, please specify** | | |  | | |