

Application Form

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice within our Data Protection Policy which can be found here: [Cedars Academy Data Protection Policy](#)

VACANCY INFORMATION

Application for the post of:

What date are you available to begin a new post?

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

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.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and our privacy notice.

Do you have a DBS certificate?: Yes No Date of check:

If you've lived or worked outside of the UK in the last 5 years, we may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: Yes No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We may conduct online searches of shortlisted candidates as part of our due diligence checks. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived and/or worked outside of the UK, the trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks). We'll base the decision on whether this is necessary on individual circumstances, and factors such as the amount of information you disclose in the DBS check and the length of time you've spent in or out of the UK

RIGHT TO WORK IN THE UK

The trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By completing and submitting this application, you agree to provide such evidence when requested.

CHILD PROTECTION

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 its 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.

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

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?
Yes No

DECLARATION

You cannot sign this form on screen. By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document.

Name:

Date:

INSTRUCTIONS

Cedars Academy is an equal opportunities employer and is committed to equality and diversity. Employees are required to ensure a positive commitment towards equality & diversity at all times. You must ensure that you treat others fairly and with respect. Your behaviour must align to the principles of equality as outlined in our equality policy. Employees must not commit any form of direct or indirect discrimination, victimisation or harassment of any description and must promote working relationships between all internal and external stakeholders.

This application form should be completed in full by the applicant where possible.

If you require this application form in a different format please contact us to discuss your requirements.

On completion of this application form please send it, along with any other documentation requested to:
The Business Manager, Cedars Academy, Ivy Lane, Low Fell, Gateshead, NE9 6QD

OR recruitment@cedarstrust.org.uk

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

PERSONAL DETAILS

First name	
Surname	
Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	

CONTACT DETAILS

Address	
Postcode	
Home phone	
Mobile phone	
Email address	

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:

(TEACHING POSITIONS ONLY): RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?

- Yes
 No

If yes, please state on what basis:

- UK citizen
 EU settled status
 Skilled worker visa
 Graduate visa
 Youth mobility visa
 Other – please provide full details in the box below

TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you spent time living and/or working outside of the UK?

- Yes
 No

If yes, please give details, including countries and relevant dates:

RELATIONSHIP TO THE ACADEMY TRUST

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.

Name	Relationship	Role at trust

Employment history

CURRENT EMPLOYMENT DETAILS

Job title	Employer details (name, address, email and/or telephone)	Dates employed	Permanent or temporary	Part-time or full-time	Salary details (inc. allowances)	Description of responsibilities

PREVIOUS EMPLOYMENT

Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them in the table below. List the most recent employment first.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

EMPLOYMENT GAPS

Please provide details of any employment gaps since leaving school and give the reasons for the gap.

Start date	End date	Reason for employment gap

EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards.

You'll be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades, awarding body and date of award)

TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.

Course dates	Length of course	Course title	Qualification obtained	Course provider

(TEACHER APPLICATIONS ONLY) TEACHER STATUS

Teacher reference number	
Do you have QTS?	
QTS certificate number (where applicable)	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

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Letter of application

Please attach an accompanying note or letter explaining why you're applying for this post and how your experience, training, skills and personal qualities match the requirements of the role as set out in the job description and person specification. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.

Please include your surname and the title of the post you're applying for as the file name for the attachment.

As a guide, the letter should be 500 - 1000 words, however, if you are able to concisely summarise your experience and suitability in less than this guide, please do so.

References

Please give the names of 2 people who are able to comment on your suitability for this post. 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.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POSTCODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state:

If you don't wish us to contact your referees without your prior agreement, please tick this box:

Equalities monitoring

We're bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

EQUALITIES MONITORING INFORMATION

What is your date of birth?	D	D	M	M	Y	Y	Y	Y
What is your sex?	<input type="checkbox"/> Male <input type="checkbox"/> Female							
What gender are you?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say							
Do you identify as the gender you were assigned at birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say							
How would you describe your ethnic origin?								
White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background Asian or British Asian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background Mixed <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	Other ethnic groups <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Prefer not to say						
Which of the following best describes your sexual orientation?								
<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Homosexual					<input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say			

What is your religion or belief?

- Agnostic
- Atheist
- Buddhist
- Christian
- Hindu

- Jain
- Jewish
- Muslim
- No religion

- Other
- Pagan
- Sikh
- Prefer not to say

Pregnancy and maternity

Are you pregnant?

- Yes
- No
- Prefer not to say

Have you given birth within the last 12 months?

- Yes
- No
- Prefer not to say

Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

- Yes
- No
- Prefer not to say

If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.

- Physical impairment
- Sensory impairment
- Learning disability/difficulty
- Long-standing illness
- Mental health condition
- Developmental condition
- Other