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| APPLICATION FOR A  NON-TEACHING POSITION IN THE  RISE PARTNERSHIP TRUST |

**Post Title**      

**School**

**Please complete in type or black ink (refer to guidance notes for help) CONFIDENTIAL**

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| **PART A – Personal Details** | | | | |
| **First name(s)** |  | **Last Name** |  | **Title** |
| **If you have been known by any other names, please list these here along with the dates used:** | | | | |
| **Date of birth:** | | | | |
| **Current Address** | | | | |
| **Postcode** |  | | | |
| **Telephone number** | **Day**  **Evening**  **Mobile** | | | |
| **Email** |  | | | |
| **National Insurance Number** | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | | | |

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| **Do you require a certificate of sponsorship to work in the UK? Yes ☐ No ☐**  **Are there any other restrictions on you working in the UK? Yes ☐ No ☐**  **If yes, please provide details:** |

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| **Please indicate if you have a disability that you would like the school to take into account:**  **Yes ☐ No ☐**  **If you have answered ‘yes’ please give details of any assistance you need during the recruitment and selection process:** |

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| **Part B – Education and Training** | | | |
| Please give details of all academic and/or vocational qualifications you have obtained which are relevant to this post | | | |
| **Name of establishment or awarding body** | **Subject** | **Qualification level** | **Date awarded** |
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**Please continue on a separate sheet if necessary**

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| **Part C – employment history** | | | | |
| Name and address of current employer | | | | |
| Postcode |  | | | |
| Post held: | | | | |
| Date started: | | Until: | Salary: | Grade: |
| Key roles and achievements: | | | | |
| **1**  **2**  **3** | | | | |
| **Reason for leaving:** | | | | |

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| **Please provide a full history in chronological order of all occupations, periods of training and voluntary work carried out since leaving secondary education. Please include details of what you were doing if not employed or in education/training.** | | | | |
| **Name and full address of organisation inc. telephone number** | **Occupation/Education** | **Start date** | **End date** | **Reason for leaving** |
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| **Part D - Experience/relevant skills/further information** | | | | |
| Use this section to show how you meet the criteria for this post drawing on all aspects of your education, skills and experience. Please ensure that you address all criteria on the person specification. | | | | |

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| **Part E – Verification of Employment and Declarations** | | | | |
| **Referees.** Please give the names of two people who can provide you with a reference. One should be your current or most recent employer. If you are not currently working with children, but have done so in the past, then one of your references should be from that employer. References will not be accepted from relatives or friends. | | | | |
| **Referee 1** | | **Referee 2** | |
| **Name** |  | **Name** |  |
| **Occupation/status** |  | **Occupation/status** |  |
| **Address** |  | **Address** |  |
| **Telephone No.** |  | **Telephone No.** |  |
| **Email** |  | **Email** |  |

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| **Voluntary Aided Schools** (if applicable). Candidates for either Roman Catholic or Church of England Schools should give the address of the Parish Priest or Vicar as appropriate. | |
| **Name** | **Status** |
| **Address** | |
| **Telephone no**. | |
| **Email** | |

We will seek to obtain references for all shortlisted candidates prior to interview. We will ask for any necessary confirmation of relevant qualifications and whether there have been any disciplinary offences, whether or not these are time expired, relating to children or whether the applicant has been the subject of any child protection concerns, along with the outcome of any enquiry.

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| **Declaration of Interests** |
| Are you related or do you have a close personal relationship with a Governor, Teacher or other staff member at the school, or a local Councillor? **Yes ☐ No** ☐  If you have answered ‘yes’, please give details: |
| If appointed, do you have any business and/or financial interests which might conflict with the duties of this post? **Yes ☐ No** ☐  If you have answered ‘yes’, please give details: |
| Have you been subject to formal disciplinary/capability procedures within the last two year?    **Yes ☐ No** ☐  If you have answered ‘yes’, please give details: |

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| **Rehabilitation of Offenders Act and Declaration of Fitness to work with Children** |
| The successful applicant for this position will be required to provide a satisfactory Enhanced DBS check.  The amendments to the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (2013 and 2020) 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. Guidance about whether a conviction or caution should be disclosed can be found in ‘Changes to the Criminal Record System November 2020.docx Page 2’ on the Ministry of Justice Website and on the websites of charities NACRO and UNLOCK. |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  **Yes ☐ No** ☐  Do you have any adult cautions (simple or conditional 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** ☐ |
| I confirm that I am not listedon List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC) and that the information I have provided about any convictions or cautions is accurate and complete.  **Signed: Date:** |

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| **Declaration and fair processing statement** |
| **I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment. Failure to disclose information, or providing false information may result in rejection of the application form and/or disciplinary action being taken, including dismissal.**  This school is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the authority for prevention and detection of fraud. It may also share this information with other bodies administering public funds for this purpose.  **Signed: Date:** |