

Section 2 – Education

Please start with the most recent

Name of school/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body

Section 3 – Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training (including INSET) that you have received which you consider to be relevant to the role for which you have applied

Section 4 – Employment

Please start with the most recent

Current/most recent employer		Current/most recent employer's address	
Current/most recent job title		Current salary, including any TLR responsibilities	Date started
Brief description of responsibilities			Date employment ended (if applicable)
Reason for seeking other employment			

Section 5 – Previous employment and/or activities since leaving secondary education

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and/or duties	Reason for leaving

Section 6 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. 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 7 – Interests

Please give details of any interests, hobbies or skills that may be relevant to your application, stating whether you would be able to offer these to pupils as part of our extra-curricular programme

Section 8 – Health

The Balcarras Trust is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the school complies with its obligations under the Disability Discrimination Act 1995 ("the Act"). For the purposes of the Act a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled?

Yes

No

If you wish, please give further details here

Are there any special arrangements you might require to attend an interview?

Yes

No

If yes, please give details here

If offered the position applied for (on the basis of the Job Description provided) are there any arrangements or adjustments that the school would need to make to enable you to carry out the role?

Yes

No

If yes, please give details here

Please provide details of absence from work over the last two years, indicating number of days and reason for absence

In accordance with the guidance published by the DfE any offer of employment made by the school will be conditional upon the school verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you may be required to complete a medical questionnaire the response to which will be assessed by the school's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the school's medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.

Section 9 – Disclosure and Barring and Recruitment Checks

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

As the position you have applied for involves work with children and young people it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. If you are shortlisted, you **must** declare criminal convictions and/or cautions that are not 'protected' under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales. Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

Nacro – Tel: 0300 123 1999, or email: helpline@nacro.org.uk

Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website

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.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's 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 10 years the trust 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 10 years?: Yes No

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

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

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
- The length of time you've spent in or out of the UK

Right to Work in the UK

Do you have the right to live and work in the UK?: Yes No

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.

Section 10 – Recruitment

It is The Trust'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 status, religion or religious belief, disability or age. All new posts within The Trust are subject to a probationary period.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of The Trust's Recruitment, Selection and Disclosure Policy is available on our website. Please take the time to read it.

If your application is successful, The Trust 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 after six months.

Section 11 – References

Please supply the names and contact details of two people who we may contact for references. One of these should 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 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 from all shortlisted candidates before interview. If you do not wish it to do so, please indicate clearly in a covering letter.

Referee 1		Referee 2	
Title: Dr / Mr / Mrs / Miss / Ms	Name	Title: Dr / Mr / Mrs / Miss / Ms	Name
Organisation		Organisation	
Address		Address	
Occupation		Occupation	
Email address		Email address	
Telephone number		Telephone number	

Section 12 – 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, disqualified from working with children or subject to sanctions imposed by a regulatory body.

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.

I consent to the school processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Are you related to or do you maintain a close relationship with an existing employee, Governor or Trustee of The Balcarras Trust? If so, please provide details.

Yes, the employee is

No

Do you have parental responsibility for a child who currently attends one of the schools in the Balcarras Trust ?

Yes, the school is

No

Have you applied for a place for your child to attend one of the School's in the Balcarras Trust?

Yes, the school is

No

Is there anything else that you wish to declare that may be relevant to your employment at The Balcarras Trust?

Yes

No

If yes, please give details here.

Signature

Date

For office use;

Candidate signature if called to interview:

Date: