| **Job Application Form** | | |  | |
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| **Please read the guidance notes to help you complete this form. Please type or use black ink.**  **If you would like help in completing this form, please contact the school you are applying to.**  **If you are not contacted within 4 weeks of the closing date your application has not been successful** | | | | |
|  | | | | |
| Job applied for: |  | Ref no: | | |
|  | Closing date:       (dd/mm/yyyy) | | |



| School name: |  | Contact name: |
| --- | --- | --- |
|  |  | Telephone: |
|  | Fax: |
|  | Email: |

1. **Personal details**

| Title: |  |
| --- | --- |

| Surname: |  | Forename(s): |
| --- | --- | --- |
|  |  |  |
| Previous name(s): |  | Home/term time address (if different): |
|  |  |  |
| Present address: |  |
|  |  |
| Postcode: |  | Postcode: |
|  |  |  |
| Telephone (home): |  | Telephone (work): |
|  |  |  |
| Mobile: |  | Email: |
|  |  |  |
| DfE no.: |  | National insurance no.: |

**Asylum and Immigration Act 1996 -** Before you commence working you must provide evidence to demonstrate your right to work in the United Kingdom.

Are you eligible to work in the U.K: Yes ☐No ☐

Do you need a work permit: Yes ☐No ☐

Nationality:

Are you related to anyone employed at the school and/or related to or have a close relationship with any senior leaders including headteachers or governors of CEE? Yes ☐ No ☐

If yes, please give details below. (Failure to do so may lead to your application not being considered further)

1. **Present/most recent post**

| Full name, address of the organisation you worked for: |  | Date of appointment: |
| --- | --- | --- |
|  | Date of resignation and reason for leaving (If applicable): (dd/mm/yyyy) |
| Position held: |  | Notice required: |
| Present salary: |  | Main duties: |

**3. Employment history**

| Please list below your full employment history starting with the most recent (this may include voluntary/unpaid work) and provide an **explanation for any gaps in employment**) | | | | | |
| --- | --- | --- | --- | --- | --- |
| From  dd/mm/yy | To  dd/mm/yy | Full/  part time/  voluntary | Name, address and contact number of employer | Position held and salary | Reason for leaving employment |
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**4. Education and training**

| Please give details of any education and training you have received. You will be asked to provide at interview originals or certified copies of relevant certificates. | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Education and training** | | | | | | |
| Secondary education | | | | | | |
| From | To | Name of school/college | Examinations passed | | | |
| dd/mm/yy | dd/mm/yy | Subject (inc.awarding body) | Level | Grade | Date awarded |
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| **Education and training** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Further Education/ training | | | | | | |
| From | To | Name of college/university | Examinations passed | | | |
| dd/mm/yy | dd/mm/yy | Subject (inc. awarding body) | Level | Grade | Date  awarded |
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| **Membership of professional bodies** | | |
| --- | --- | --- |
| Name of body or association | Grade of membership or qualifications | Date awarded |
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| **Relevant short courses** | |
| --- | --- |
| Name of course | Date awarded |
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1. [**Rehabilitation of Offenders Act 1974 (exemptions order 1987)**](#haapch)

5 Rehabilitation of Offenders Act 1974 (as amended)

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) . The amendments to the Exceptions Order 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 using the following link.

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

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

• your application will be taken no further

• an offer of employment will be withdrawn

• disciplinary action leading to dismissal will be taken (if employment has commenced)

Do you have anything to declare in relation to the above ? Yes ☐ No ☐

Have you ever been disqualified from working with children and /or included on the Children’s barred list or subject to sanctions imposed by a regulatory body eg NCTL ,DfE? Yes ☐ No ☐

If you answered Yes to either of the above questions, please provide details below:

1. **References**

Please give details of two referees, the first of which must be your current or most recent employer, or your Headteacher if you are seeking a first appointment. References from relatives or friends will not be accepted. If you have not worked for some time, please give the name of someone who knows you and who can comment on your ability to do the job.

If the position you are applying for involves working directly with children we would welcome a reference from the most recent employer with whom you were employed to work with children. (this may include voluntary/unpaid work). You have the right to view these references although the authorship must remain confidential. **Please note references may be taken up prior to interview.**

| 1. | Name: |  | 2. | Name: |
| --- | --- | --- | --- | --- |
|  | Job title: |  |  | Job title: |
|  | Address: |  |  | Address: |
|  | Postcode: |  |  | Postcode: |
|  | Email: |  |  | Email: |
|  | Tel no: |  |  | Tel no: |
|  |  |  |  |  |

Any issues raised in the references may be discussed at interview

1. **If you have a disability**

Is there anything we need to know about your disability in order to offer you a fair selection interview?

Yes ☐ No ☐

If yes, please give details of adjustment required.

We may be able to make adjustments/adaptations to job requirements/environment etc.

**Safeguarding Children**

Co-operative Education East are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants’ suitability to work in a school environment is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

| The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 12 months if your application is unsuccessful.  The Council is under a duty to protect the public funds it administers, and to this end, **should the School or Council employ you**, it may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.  I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form is an offence and could result in my application being rejected or summary dismissal. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management. **Date** (dd/mm/yyyy) **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** If applying on line you will be asked to sign your application at interview.  *If you wish to be informed of the information we hold about you please contact, The Data Protection Officer (ICD), Co-operative Education East, Honingham Thorpe, Colton, Norwich, NR9 5BZ* |
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**8. Supporting statement**

| a)Your supporting statement should cover all the points listed in the person specification. For each point please explain/give examples of how your skills, knowledge and experience make you suitable for the job. These may be gained through previous jobs, voluntary or community work, spare time activities and training. What you write in this section will be used to decide whether or not to interview you for this job. If completing a paper application form you can attach extra sheets if required. Please note CVs will not be accepted.    b) Please provide a statement as to why you are applying for this post and what attributes you would contribute. |
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**Monitoring information**

Co-operative Education East has adopted an Equality and Diversity Policy and is committed to ensuring equality of opportunity in employment and provision of services. To ensure that it is working properly, all applicants are asked to provide the following information.

I am Female ☐ Male ☐ (Please tick the appropriate box) Date of Birth:       

**Ethnic background**

Choose one section from (a) to (e) then tick the appropriate box to indicate your Ethnic Background.

| **A White** |
| --- |
| **25** **☐** British |
| **26** **☐** Irish |
| **30** **☐** Any other white background, please specify |
|  |
| **B Mixed** |
| **15 ☐** White and Black African |
| **16 ☐** White and Black Caribbean |
| **17 ☐** White and Asian |
| **21 ☐** Any other mixed background, please specify |
|  |
| **C Asian or Asian British** |
| **01 ☐** Indian |
| **02 ☐** Pakistani |
| **03 ☐** Bangladeshi |
| **07 ☐** Any other Asian background, please specify |
|  |
| **D Black or Black British** |
| **08 ☐** Caribbean |
| **09 ☐** African |
| **13 ☐** Any other black background, please specify |
|  |
| **E Chinese or other ethnic group** |
| **22 ☐** Chinese |
| **24 ☐** Any other ethnic group, please specify |

The Equality Act 2010 defines a person as having a disability if s/he ‘has a long physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities’. CEE is actively seeking to employ people with disabilities. We can arrange nearby parking, someone to meet you at the entrance to the building, a sign language interpreter at interview, preferred type of seating etc.

Do you consider yourself to have a disability? Yes ☐ No ☐

# **Advertising monitoring**

How did you find out about this vacancy?

(Name of the newspaper/journal, council jobs list, website, friend etc)

**Schools Policy Statement on the Recruitment of Ex-Offenders**

**Exemption from the Rehabilitation of Offenders Act 1974**

Ex-offenders have to disclose information about spent, as well as unspent convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974.

**How this affects school based jobs**

All school based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Applicants for school based jobs must, therefore, disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Exceptions Order 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 using the following link.

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

All applicants who are offered employment in a school will be subject to a Disclosure and Barring Service (DBS) check before an appointment is confirmed. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.

The successful applicant will not be eligible to start work until the Council has received notification from the Bureau.

Having a criminal record will not necessarily bar someone from working in a school.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

Schools undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

When reaching a recruitment decision the following factors will be taken into account:

* Whether the conviction or other matter revealed is relevant to the position in question
* The seriousness of any offence or other matter revealed
* The length of time since the offence or other matter occurred
* Whether the applicant has a pattern of offending behaviour or other relevant matters
* Whether the applicants circumstances have changed since the offending behaviour or the other relevant matters, and
* The circumstances surrounding the offence and the explanation(s) offered of the offending person.

There are, however, particular offences that would automatically prevent an offer of employment in a school being confirmed. These include:

• Rape

• Incest

• Unlawful sexual intercourse

• Indecent assault

• Gross indecency

• Taking or distributing indecent photographs

Other offences which make it unlikely (although not automatic) for an offer of employment in a school to be confirmed include the following:

* Violent behaviour towards children or young people
* A sexual, or otherwise inappropriate relationship with a pupil (regardless of whether the pupil is over the legal age of consent)
* A sexual offence against someone over the age of 16
* Any offence involving serious violence
* Drug trafficking and other drug related offences
* Stealing school property or monies
* Deception in relation to employment as a teacher or at a school, for example false claims about qualifications, or failure to disclose past convictions
* Any conviction which results in a sentence of more than 12 months imprisonment
* Repeated misconduct or multiple convictions unless of a very minor nature.

If appropriate, applicants will be invited to discuss disclosure information before a final recruitment decision is made.

It may be necessary at times to update the records of existing employees. Existing employees who are found to have criminal records will not be dismissed as a matter of course. Each case will be considered on its merits, and an assessment of risk and relevance will be involved.

The school has adopted the Disclosure and Barring Service on the use and handling of Disclosure information, and will adhere to it under all circumstances. A copy of the code is available from Schools HR on the DBS website.