

APPLICATION FORM

VACANCY INFORMATION

NAME OF ACADEMY:

ROLE APPLIED FOR:

STAFF GROUP: ☐ SENIOR LEADERSHIP ☐ TEACHER ☐ SUPPORT STAFF

DATE AVAILABLE TO BEGIN A NEW POST:

PERSONAL INFORMATION

Title and Full Name:

Any previous names:

Home address:

Telephone Number (where we can best contact you):

Email Address
(where we can best contact you):

RELATIONSHIP TO THE ACADEMY/TRUST

Please list any personal relationships that exist between you and any of the following members of the Academy/Trust community: Trustee, Local Governing Body, Staff, Pupils/Students

Name:	Relationship:	Role at Academy/Trust:

CURRENT/MOST RECENT EMPLOYMENT

Job Title:

Employer Name and
Address:

Email:

Telephone number:

Permanent:

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Temporary:

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Salary (inc allowances):

Dates from and to:

To

Reason for leaving (if applicable)

Please provide an outline of your key areas of responsibility and roles in your current/last employment:
If applying for a senior leadership position please include leadership duties.

EMPLOYMENT HISTORY

Please provide details of all previous employment (most recent employment first) since leaving school, including education and voluntary work.

Job Title and Salary	Employer - Name and Address	Dates Employed	Reason for leaving

EMPLOYMENT GAPS

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

EDUCATION, QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

Please provide details of your education from secondary school onwards.

Name of Awarding Institution (School, College, University, Other)	Qualification Gained (including grades, awarding body and date of award)	Dates Attended

Teacher Reference Number:

Do you have QTS?:

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Yes

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No

QTS Certificate Number:

Date of Qualification :

PROFESSIONAL DEVELOPMENT

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

Course Title	Course Provider	Course Date - Month/Year

PERSONAL STATEMENT

Please provide in the box below a personal statement outlining your suitability, skills and experience for this role. Please refer to the job description and person specification. Applicants for leadership positions should include reference to leadership skills and the impact you have had in your previous position(s).

ADDITIONAL INFORMATION, HOBBIES AND INTERESTS

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

Please indicate in the box below any other information you wish to provide including how you spend your free time and look after your wellbeing.

REFERENCES

Please give the names of 2 referees who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee.

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.

We reserve the right to seek any additional references we deem appropriate.

Title and Full Name:	
Relationship to you:	
Address:	
Telephone Number:	
Email Address:	

Is this your current employer? ☐ Yes ☐ No

Please indicate if we may contact your referee prior to interview: ☐ Yes ☐ No

Title and Full Name:	
Relationship to you:	
Address:	
Telephone Number:	
Email Address:	

Is this your current employer? ☐ Yes ☐ No

Please indicate if we may contact your referee prior to interview: ☐ Yes ☐ No

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

DECLARATIONS AND SAFER RECRUITMENT

EKC Schools Trust is committed to safeguarding and promoting the welfare of all our children and young people, and we work in accordance with the Department for Education's Keeping Children Safe in Education guidelines.

IMPORTANT: It is an offence to seek employment in a regulated activity and/or for a teaching or leadership role in a school if you are barred and/or subject to a prohibition order. It is also an offence to provide or manage childcare covered by the Childcare Disqualification Regulations if you are disqualified.

Any job offer will be conditional on the satisfactory completion of pre-employment checks including:

- All posts at EKC Schools Trust are exempt from the Rehabilitation of Offenders Act 1974, and applicants should be aware that the Trust will request an enhanced check through the Disclosure and Barring Service when a job offer is made (known as a DBS check). 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.
- 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 signing this application, you agree to provide such evidence when requested.
- Applicants should also be aware that the Trust will request prohibition checks (a prohibition from teaching check (to include prohibitions, directions, sanctions and restrictions, including interim orders) and a prohibition from taking part in the management of an independent school, otherwise known as a Section 128 check) when a job offer is made for relevant posts.
- Applicants should also be aware that the Trust will undertake relevant checks under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 under the Children's Act 2006 when a job offer is made for relevant Early Years and childcare posts.
- Online searches are conducted for all shortlisted candidates as part of our due diligence checks.
- The Trust will make any further appropriate checks so that any relevant events that occurred outside the UK can be considered.

Only applicants who have been shortlisted will be asked to provide a self-declaration of their criminal record or information that would make them unsuitable to work with children and young people.

The self-declaration is subject to Ministry of Justice guidance; further information can be found on [GOV.UK](https://www.gov.uk).

For more information please see our [Safeguarding and Child Protection Policy](#) and [Recruitment Policy](#).

PROTECTING PERSONAL INFORMATION

By submitting your application, you understand that your personal information will be available to the EKC Schools Trust and the Academy you are applying to.

We'll only use this data in accordance with data protection legislation and process your data for one or more of the following reasons permitted by law: you have given your consent, and or we must comply with our legal obligations.

You'll find more information on how we use personal data in our Privacy Notice, available on our [website](#).

COMMITMENT TO EQUAL OPPORTUNITIES

Equality, diversity, inclusion and belonging are at the heart of our culture. We welcome our responsibilities under the Equality Act 2010 and the Public Sector Equality Duty, and while we hold ourselves to high standards, we are committed to continually challenging and improving what we do.

As part of our commitment to building a diverse and inclusive workforce, [we invite applicants to complete this voluntary and anonymous Equal Opportunities Monitoring Form.](#)

The information provided will support our ongoing efforts to advance an inclusive culture and further the aims of eliminating discrimination, advancing equality of opportunity, and fostering good relations. Thank you in advance for your support.

DISABILITY AND ACCESSIBILITY

The Trust is 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:

STATEMENT OF CONFIRMATION

By submitting your application, you confirm that the information provided is factual and accurate. If any information is found to be false following an appointment, employment will be terminated.

In submitting this application, I confirm that all the information in this application is factually accurate.

Name:

Date:

PLEASE NOTE: If you are invited to interview, you will be asked to sign your application form on arrival and complete and sign the self-declaration overleaf.

TIME SPENT LIVING AND OR WORKING OVERSEAS

Have you spent time living or working overseas in the last 5 years? : ☐ Yes - please give details below ☐ No

Please give details including countries and relevant dates:

PROHIBITION ORDERS

Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct? ☐ Yes - please give details below ☐ No

Are you subject to a General Teaching Council sanction or restriction? ☐ Yes - please give details below ☐ No

Are you subject to a Section 128 Prohibition Order? ☐ Yes - please give details below ☐ No

CRIMINAL RECORD DECLARATION

All applicants are required to complete the Criminal Record Declaration below to indicate whether they have any criminal convictions, both spent and unspent, cautions, reprimands, and final warnings, as well as any other information held by local police that is considered relevant to the role.

FAILURE TO REVEAL INFORMATION RELATING TO SPENT OR UNSPENT CONVICTIONS, CAUTIONS, WARNINGS AND REPRIMANDS COULD LEAD TO WITHDRAWAL OF AN OFFER OF EMPLOYMENT/TERMINATION OF EMPLOYMENT.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

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Yes - please give details below

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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?

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Yes - please give details below

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No

Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?

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Yes - please give details below

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No

CHILDCARE DISQUALIFICATION

Please complete this section only if the role you are applying for is covered by the Childcare Disqualification requirements under the Childcare Act 2006. This typically applies to roles that involve:

- providing care for children from birth up to and including Reception age, including work in nursery or Reception classes;
- delivering before-school, after-school, or holiday childcare for children under the age of 8; or
- supervising children in breakfast, lunchtime, or after-school provision for this age group.

If you are unsure whether your role falls within scope, please seek clarification from the Trust before completing this section.

Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you?

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Yes - please give details overleaf

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No

This includes, but is not limited to:

- Orders disqualifying you from caring for children
- Orders disqualifying you from private fostering
- Any refusal of an application for you to be registered in relation to a children's home
- Care/child protection orders issued in respect of a child in your care

Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?

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Yes - please give details overleaf

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No

This includes, but is not limited to:

- Any offence against or involving a child
- Any sexual offence
- Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)

Do the police or children's social care have your name and/or information on file for any reason?

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Yes - please give details below

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No

DECLARATION

Are you aware of any matter, which may call into question your integrity as an employee or bring you, the Academy or EKC Schools Trust into dispute?

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Yes - please give details below

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No

Is there any reason why you are not a suitable applicant to work with children?

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Yes - please give details below

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No

STATEMENT OF CONFIRMATION

By submitting your self-declaration, you confirm that the information provided is factual and accurate. If any information is found to be false following an appointment, employment will be terminated.

In submitting this self-declaration, I confirm that all the information is factually accurate.

Name:

Date:

Signed: