

**PRIVATE AND CONFIDENTIAL**



**APPLICATION FORM**



The Schelwood Trust

If completed correctly this form will capture all information that is necessary for your application.

As a matter of policy, only an application made using this form and including answers to all sections and fields will be considered (unless special circumstances apply and are explained in the continuation sheet towards the end of this form). Curricula Vitae will not be accepted.

Please return this form to Mrs Karen Crump, Trust HR Manager by the closing date. Forms received after the closing date will not be considered.

Please highlight below which school you are applying to:

 <b>Beechwood School</b> <input type="checkbox"/>	 <b>Herschel Grammar School</b> <input type="checkbox"/>	<b>Position applied for:</b>  <b>Closing date:</b>
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**Employee Details**

Surname:		Preferred name:	
Other names:			
Any previous name you have been known as:		Preferred title (eg Mr, Mrs, Miss, Ms):	
Home address:		Home telephone number:	
		Mobile telephone number:	
Email address:		Please tick this box if you prefer correspondence to be sent by email: <input type="checkbox"/>	
		N.I. number	
Are you entitled to work in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you need a Certificate of Sponsorship?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you previously applied for employment at The Schelwood Trust? If you have, please give the date of your application and position applied for:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold Qualified Teacher Status? QTS award date:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		DfE reference number:	
or Are you registered as a teacher or instructor by the NCTL?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registration date:		Teacher reference number (TRN)	

Do you currently work for Local Government? If yes, please give your start date:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold a full valid driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have the daily use of a car?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**CURRENT OR PREVIOUS EMPLOYMENT**

Employer name:	
Employment started:	Employment ended:
Address:	
Job title and brief description of duties:	
Type of employment:	Full-Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Notice period required:	Reason for leaving:
Basic salary:	
Details of any additional payment/benefits:	

**EMPLOYMENT HISTORY**

*Notes:*

- Please list all employments since leaving full-time education.
- Any gaps in employment must be accounted for in the section that follows.
- All dates must be accurate.
- Please use the continuation sheet at the end of this form if necessary and supply all six items of information for all employers.
- Dates must be accurate and supplied in dd/mm/yyyy format.

Dates From / To	Employer's name & address	Job title - Brief summary of duties
		Reason for leaving: Salary upon leaving:
		Reason for leaving: Salary upon leaving:
		Reason for leaving: Salary upon leaving:

		Reason for leaving:
		Salary upon leaving:

**Periods not employed**  
*Notes:*

- Please provide details for all periods after completion of full-time education when you were not employed or working.
- Please use the continuation sheet at the end of this form if necessary. Dates must be accurate and supplied in dd/mm/yyyy format.

From date:	To date:	Reason:

**FURTHER EDUCATION**

**Qualifications**  
*Notes:*

- Details of all qualifications held must be provided. Original certificates of qualifications relied upon in support of your application will be required.
- Please use the continuation sheet at the end of this form if necessary.
- You may be asked to produce certificates.

Dates From/ To	Name and address of College or University	Examinations Passed		
		Awarding Body	Qualification/ Subject	Grade

Other qualifications held including vocational qualifications	Dates awarded

## SECONDARY EDUCATION

### Qualifications

*Notes:*

- Details of all qualifications held must be provided. Original certificates of qualifications relied upon in support of your application will be required.
- Please use the continuation sheet at the end of this form if necessary.
- You may be asked to produce certificates.

Dates From/To		Name and address of school	Examinations Passed		
			Awarding Body	Qualification/ Subject	Grade

Are you a member of a professional body? Yes  No

If yes, please specify:

## SUPPLEMENTARY QUESTIONS

### Safeguarding questions

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

Have you ever been issued with a Prohibition Order or Interim Prohibition Order? Yes  No   
If 'yes' please provide the expiry date:

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

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 on the Ministry of Justice website.

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please give details of special areas of teaching interest (for teaching posts only):

If you have any relationship/s with any employee, governor or trustee at the school, please provide details:

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Where did you hear of this vacancy?

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If you have a condition or disability that requires adjustment/s to this recruitment process please provide all relevant details:

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What are your interests?

**Declarations:**

I declare that the information set out in this application form is true, accurate and complete.

I understand that if there are inconsistencies or inaccuracies in the answers I have given these will be investigated.

I understand that if I make a false statement in my application this may result in my application being rejected, any future employment being terminated and/or the matter being referred to the Police:

I have not been placed on either the Childrens' List or the Adults' List. I have not been disqualified from working with children, or subject to sanctions imposed by any regulatory body. I have no convictions, cautions, reprimands or final warnings that are not 'protected'.

I understand that Enhanced Disclosure and Barring Service clearance checks will be undertaken:

In accordance with the Data Protection Act I agree that the school may use and process the information on this form as necessary, and for any legitimate purposes of the school.

**Signed:** **Date:**

(if electronically by initials or scanned signature)

**CONTINUATION SHEET**

*Note:*

- Please use this to provide any additional details required and explain any special circumstances that prevent you from providing the information required.

## PERSONAL STATEMENT

*Notes:*

- Please give your reasons for applying for this position.
- Outline the knowledge, skills, experience and personal qualities that are relevant to your suitability for the advertised posts. You may draw on experiences you have gained outside employment.
- In particular please explain how you meet the person specification and provide clear examples to show this; you will be shortlisted against these criteria.

## REFERENCES

*Notes:*

- Please supply two referees who are in a position to answer questions about your suitability for this position and who are not related to you in any way other than on a professional basis.
- One referee must be from your most recent employer. If you have worked with children in the past one referee must be from this employer.
- Internal candidates will please note that the line manager must be one of the referees.
- Please note that as part of our commitment to safeguarding the welfare of children and young people it is our policy to obtain references prior to interview.

Reference 1:

Reference 2:

Telephone Number:

Telephone Number:

Email address:

Email address:

Relationship to you:

Relationship to you: