

**Application of Employment**

As with all Academies and Schools we follow the latest D of E Guidance on Keeping Children Safe in Education with regards to our employment and recruitment processes.

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| |  |  | | --- | --- | | john spendluffe logo BF trans | John Spendluffe Technology College  Hanby Lane  Alford  Lincolnshire  LN13 9BL | | Headteacher: Mr S Curtis | |   Tel: 01507 462443  Email: [office@jstc.org.uk](mailto:office@jstc.org.uk) | Support Staff Appointment: Confidential |
| *FOR OFFICIAL USE ONLY* |
| *Acknowledged:* |
| *Interview Date:* |
| *Time:* |
| *Result Notified:* |

# *This form should be completed in black ink or typescript.*

# *Separate sheets of information may be attached where necessary.*

|  |  |
| --- | --- |
| Application for the post of: | |
| Closing Date: | How did you hear about this vacancy? |

# Section A – Personal Details

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| --- | --- | --- |
| Last Name | Title | First Name(s) Male / Female |
| Previous Name/s (if applicable) | | Nationality |
| National Insurance Number |
| Address  Postcode  Email | | Telephone Number  a) Home  b) Work (if we may call you there)  c) Mobile  If the job details indicate that the use of a car is required, do you have  - a car available for work? YES/NO  - a current clean driving licence? YES/NO  - any previous motoring offences? YES/NO |

|  |  |
| --- | --- |
| Do you have the right to work in the UK? | Yes/No *(Please delete)* |
| If appropriate, please state the expiry date of your right to work in the UK and/or your work permit. | Expiry Date: |

# Note: - To comply with the Immigration, Asylum and Nationality Act 2006, you will be required to provide evidence of your right to work in the UK if we make you an offer of employment.

**Section B – Mandatory - Letter of Application – please include on a separate sheet**

**Please include with this form, a letter of application outlining your suitability and the requirements for the Post, details of your experience and your reasons for applying. Limited to two sides of A4, font Arial size 12.**

# Section C - Education and Training

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Secondary Education** | | | | | |
| Name(s) of Secondary Schools | Dates | | Qualifications achieved | | |
| From | To | Subject | Grade | Date |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Further or Higher Education** | | | | |
| Place of Education | Dates | | Subjects | Qualifications and  Level achieved |
| From | To |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Courses Attended** | | | |
| Subject | Organising body | Date(s) | Duration |
|  |  |  |  |

# Successful applicants will be required to provide original documentary evidence of all qualifications stated above.

**Section D - Employment History**

**(*Please Explain Any Gaps In Employment History Since Leaving Full Time Education)***

|  |  |
| --- | --- |
| Present Post: | |
| Date Appointed: | Full-Time / Part-Time (If Part-Time, Hours Per Week): |
| Salary/Scale: | Type of School / Establishment / Business: |
| Name, address and telephone number of current employer: | |
| Notice required to terminate present appointment: | |
| Summary of Main Duties: | |

***Please provide a full history, in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Show start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment:***

**(*Please Explain Any Gaps In Employment History Since Leaving Full Time Education)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title or Position | Name & address of other employer or description of activity | Full or  part time | Dates  (DD/MM/YYYY)  From - To | Reason for leaving |
|  |  |  |  |  |

Periods of Unpaid Activity

Please give reasons and duration for any gaps when you have not been in employment after the age of 18 years, for example, raising a family, unpaid voluntary work, time travelling

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| --- | --- | --- |
| Details | Dates (month & year) | |
| From | To |
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**Section E – Criminal Offences (Please read this section carefully)**

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| **CRIMINAL CONVICTIONS** - (Please read this section carefully)  All applicants are required to provide full details about any criminal record they may have.  The successful applicant will be required to make an application to the Disclosure & Barring Services (DBS) for disclosure under the provisions of the Police Act (1977). The Academy will confirm your identity at the interview and submit the application to the DBS, paying the necessary fee. JSTC retains a copy of your DBS certificate on file.  The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure and you must provide details of all convictions, either in the UK or abroad, for specified offences, adult cautions for specified offences and all convictions that resulted in a custodial sentence.  Under the Criminal Justice and Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a “regulated position”. The position you are applying for is a “regulated position”.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  You must also inform us if you are on a Barred list, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. The National College of School Leaders (formerly The General Teaching Council).  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 Gov.uk website.  Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.  Following the shortlisting process for this role you will be asked to complete a Self-Declaration for any criminal cautions or convictions. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction/caution is relevant. |
| The post you are applying for is subject to a DBS Disclosure.    Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.  If you are a foreign national or a UK resident who has ever lived or worked abroad you must obtain a Certificate of Good Conduct from that country(ies) Embassy in the UK. For example if you have worked in France, you must obtain a Certificate of Good Conduct from the French Embassy in the UK. |

**DBS Update Service**

|  |  |
| --- | --- |
| Are you a registered member of the DBS Update service through payment of an annual subscription?  YES/NO | |
| If **Yes**, do you give consent to JSTC and/or the HR provider to carry out a Status Check on sight of your original certificate?  YES/NO | |
| To enable a Status Check to be carried out, please provide the following information: | |
| Applicant’s Surname (**as shown on DBS Certificate**):  DBS Certificate Number: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Do you give permission for us to carry out a status check at [**www.gov.ukdbs**](http://www.gov.ukdbs) of your current DBS Certificate? YES/NO

Signature ………………………………………………………..Date………………………………………

All information provided on this form will be dealt with in accordance with the Data Protection Act 1984 Amended 1998 and subsequent amending Acts

**Section F – Outside Interests and Activities**

Please state briefly below, what your main leisure interests and hobbies are, particularly where these are relevant to the position for which you are applying.

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**ALL APPOINTMENTS ARE SUBJECT TO THE SATISFACTORY COMPLETION OF A 6-MONTH PROBATIONARY PERIOD**

**Section G – Referees**

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| **Referees** - If you are in employment, one of your referees must be your current employer and if in education, your Headteacher. Your second referee should ideally be a professional from a different place of work. If you are at present unemployed, one of your two referees should be your last employer; a person who knows you as a helper or volunteer. The referees must not be from the same employer or school. (*If you have worked in an educational establishment this should be the Headteacher.*) | |
| Name and Address of Referee from your current/last employer  *(must not be a relative or partner)*  Postcode Telephone  Mobile No Email  Job Title  Relationship to applicant  Known Since  Type of reference (Academic/Character/Work): | Name and Address of Second Referee  *(must not be a relative or partner)*  Postcode Telephone  Mobile No Email  Job Title  Relationship to applicant  Known Since  Type of reference (Academic/Character/Work): |
| References will be taken up after shortlisting and before interview.  May we contact your past/present employer if you are shortlisted? YES/NO  May we seek details of your absence record if you are shortlisted YES/NO | |

**Reference Declaration**

In compliance with the General Data Protection (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

* The referee’s relationship with the candidate
* Details of the applicant’s current post and salary
* Performance history
* All formal time-limited capability warnings which have not passed the expiry date
* All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
* All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns
* Details of any child protection concerns, and if so, the outcome of the enquiry
* Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

**By signing this application form I am consenting to my named referees bring contacted in accordance with the above.**

You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer that you wish to withdraw your consent.

Are you, to your knowledge, related to or a personal friend of any employee or Governor at John Spendluffe Technology College? YES/NO

|  |  |
| --- | --- |
| If Yes - NAME: | RELATIONSHIP: |
| POSITION HELD: | |

A candidate who fails to disclose their relationship to the Headteacher or Governor of the school, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.

Do you have any outside private business interests that may conflict with those of the School’s business? Yes / No

|  |
| --- |
| If yes, please describe your private interest: |

Providing any misleading or false information to support your application, or canvassing governors or staff directly or indirectly, will disqualify you from appointment or, if appointed, will render you liable to dismissal without notice.

**Section H – Pension**

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| --- | --- |
| Are you currently in receipt of a pension from the Local Government Pension Scheme? | Yes/No |
| Have you elected to OPT-OUT of the Local Government Pension Scheme? | Yes/No  If Yes, please provide date |
| Have you elected to participate in the Part-Time Local Government Pension Scheme? | Yes/No  If Yes, please provide date |
| Have you elected to pay additional Superannuation Contributions through the Pension Scheme? | Yes/No  If Yes, please provide date |
| If yes, please indicate whether these are: |  |
| i) Widower’s Contributions | Yes/No % |
| ii) Purchase of Past added Years | Yes/No % |
| iii) Additional voluntary contributions e.g. via Prudential Assurance Co. | Yes/No % |

This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

**Section I – Data Protection**

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our JSTC Privacy Notice and Data Protection Policy which can be found on our website.

The person responsible for Data Protection in our organisation in Mr Jonathan Treasure and you can contact him via email, [dpo@jstc.org.uk](mailto:dpo@jstc.org.uk) with any questions relating to our handling of your data.

The information you have provided on this form will be retained in accordance with our policies.

To read about your individual rights and/or complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

**Section J – Prohibition From Teaching**

(Some Support Staff rules may be subject to the checks below)

In accordance with the requirements of the School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department of Education to ensure that you are not the subject to a prohibition order or an interim prohibition order.

# Declaration

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I have read, or had explained to me, and understand all the questions on this form.
3. I understand that under legislation for the Disclosure and Barring Service (DBS), if offered the post I will be asked to agree to a check being made by the DBS about the existence and content of a criminal record. I am required to submit my DBS Disclosure within 10 days of receipt, to the School Office Manager.
4. I understand that I will be required, if I am offered the post, to submit a pre-employment medical questionnaire and verify any information given.
5. If offered the post, I understand that if I give any false inaccurate or misleading information or deliberate/important omissions on this form it may lead to the offer of employment being withdrawn or my dismissal.
6. I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.

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SIGNATURE OF APPLICANT DATE

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(NB: If you are completing this application electronically, we will assume that you have accepted the above declarations and you will be asked to sign the form if you are invited for interview).

***JSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks, undertaken are in line with Keeping Children Safe in Education.***

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your ethnic group?** | | | |
| Choose ONE section from A to F, then tick the appropriate box to indicate your cultural background. | | | |
| **a) White** | | **d) Black, Black British** | |
|  | British |  | Caribbean |
|  | Irish |  | African |
|  | Any other White background, please write in |  | Any other Black background, please write in |
| **b) Mixed** | | **e) Chinese, Chinese British** | |
|  | White and Black Caribbean |  | Chinese |
|  | White and Black African |  | Any other background, please write in |
|  | White and Asian |
|  | Any other Mixed background, please write in |  |  |
| **c) Asian, Asian British** | | **f) Gypsy / Traveller** | |
|  | Indian |  | Romany Gypsy |
|  | Pakistani |  | Irish Traveller |
|  | Bangladeshi |  | Any other Traveller background, please write in |
|  | Any other Asian background, please write in |
| I prefer not to disclose | | | |