

Application Form

If you need a copy of this information in large print,
Braille, another language or on cassette, please ask us.

Application for
the Post of:

Job No:

Candidate
Ref No.

The Staffordshire University Academies Trust and its Academies are committed to providing the highest level of education and care to their pupils, and to safeguarding and promoting the welfare of children and young people. Therefore, the Trust and its Academies strictly adhere to the Safer Recruitment Policy.

Prospective Applicants

All prospective applicants must complete the application form in full; CVs or general letters of application will not be accepted. As part of this application form, applicants will be asked to complete a criminal records self-disclosure.

Shortlisted Candidates

References will be sought on all shortlisted candidates and where possible will be obtained before interview so that any issues of concern they raise can be explored further with the referee, and discussed with the candidate at interview. Where it is not possible to obtain references prior to interview because of delay on the part of the referee a reference will be received and scrutinised prior to confirmation of appointment.

In all instances where an applicant currently works in a school or educational setting, a reference will always be sought from the Principal of that establishment. If a candidate for a position is not currently employed in a school, but has been in their past, we will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving. A minimum of two references will be received and scrutinised – one to be from the current or most recent employer.

Candidates attending interviews will always be required to;

- Explain any gaps in employment
- Explain any anomalies or discrepancies in the information available to the selection panel
- Declare any information that is likely to appear on a DBS disclosure
- Demonstrate their attitudes, motives and values for working with children and young people, and their capacity to safeguard and protect the welfare of children and young people

Successful Candidates

An offer of appointment to a successful candidate, including one who has lived or worked abroad, is conditional upon satisfactory completion of the following pre-employment checks. The appointment will:

- Verify a candidate's identity, following the DBS identity checking guidelines <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/idchecking-guidelines-for-dbs-check-applications>;
- Obtain a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity;
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- Verify the candidate's mental and physical fitness to carry out their work responsibilities – PEAQ or Assessment of Fitness to Work
- Conduct other checks related to the requirements of the role e.g. driving licence or valid insurance
- Verify the person's right to work in the UK or if a person has lived, or worked outside the UK make any further appropriate checks

Please note that in accordance with the Staffordshire University Academies Trust Safer Recruitment Policy, all offers of employment will be subject to the completion of the Trust's/Academy's pre-employment screening process. The position applied for is subject to appropriate vetting procedures including a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

Personal Information

Last Name: Previous Name(s): (if applicable)

First Name(s):

Home Address:

Please specify alternative correspondence address on a separate sheet.

Postcode:

E-mail address:

National Insurance No (If you have one):

Date of Birth:

Do you have a full current driving licence? Yes ☐ No ☐

Home Telephone Number:

Do you have daily use of a vehicle? Yes ☐ No ☐

Work Telephone Number:

Do you have any penalty points on your licence? Yes ☐ No ☐

Mobile Telephone Number:

If so, how many?

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

(NB: The Disability Discrimination Act defines a person as having a disability if he/she "has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities")

The Academy operates an 'Interview Guarantee Scheme' for people with a disability and who meet the essential criteria of the post.

If you have a disability, are there any arrangements which we can make for you if you are called for interview? Yes ☐ No ☐

If yes, please outline your requirements:

How did you find out about this job?

Are you applying on a Job Share basis? Yes ☐ No ☐

If so, please state the proportion of full-time you are willing to work:

Present (or Most Recent) Employment

Employer's name, address and telephone number:

Date Started:

Title of Post:

Present or final grade/salary:

Specify any additional benefits/payments you receive:

Notice Required:

Date of Leaving (if applicable):

Reason for leaving (if applicable):

Please provide a brief description of duties of the post (continue on a separate sheet if necessary):

Have you ever been subject to Disciplinary Proceedings? Yes ☐ No ☐

If yes, please indicate the outcome:

Previous Employment

Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

Job Title	Employer's Name, Address & Telephone Number	Date From	Date To	Salary	Duties and Achievements	Reason for Leaving

Education/Training

School/College/University /Training Provider	Dates Attended	Subject(s) or Course/Training Event Title (including exams passed/still to be taken and grades where applicable).	Office use only. Certificates checked

Professional Qualifications

Name of Professional Association	Professional Qualifications/ Membership and Date Obtained	By Award or Examination	Office use only. Certificates checked

Additional Information

Please give any details you wish in support of your application, in particular any experience, skills, knowledge, training and qualifications relevant to the post applied for as detailed in the information sent to you. (Please continue on a separate sheet if necessary).

References

One should relate, if applicable to your present job, or most recent employer, or a member of the School/University Academic Staff. Please state in what capacity the two referees are acting, e.g. current employer. Please include name, address, telephone number and e-mail address if known. If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal (or their rep) as one of your references.

1st Referee's
Name and
Address:

Telephone No:

Capacity:

E-Mail Address:

2nd Referee's
Name and
Address:

Telephone No:

Capacity:

E-Mail Address:

Asylum and Immigration Act 1996

All short listed applicants will be required to provide original material evidence of their Eligibility to Work in the UK. With reference to the accompanying Guidance Notes please confirm that you are able to provide the appropriate documents.

Yes

☐

No

☐

Self-Declaration of Criminal Record

This post involves working in an Academy and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As posts in Academies are 'Regulated Activity' the barred list for children will also be checked.

You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions. For information regarding filtering of convictions please see:

www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer.

Do you have any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences?

Yes

☐

No

☐

Are you barred from working with children or subject to any sanctions imposed by a regulatory body (e.g. GTC/Teaching Agency)?

Yes

☐

No

☐

If you have answered yes to either of the above questions, please provide dates and brief details here:

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

The information given in this form will form part of The Contract of Employment for successful candidates. Data will be kept in accordance with the General Data Protection Regulation as of 25th May 2018.

The data collected on this form will be stored in a secure and confidential manner. For the successful candidate, this form will be used for the purpose of human resource management and kept in your personnel file for the duration of your employment, up until the date of termination of employment, plus six years. For unsuccessful applicants, your application will be disposed of after 6 months of the date of appointment of the successful candidate.

Please refer to the Staffordshire University Academy Trust's Privacy Policy for the full details regarding the protection of personal data.

Declarations

To your knowledge are you related to any member of staff of Governor of the Academy?

Yes

☐

No

☐

If 'Yes', please state their name and position held:

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Academy, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the Academy or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. 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.

Signed:

Date: