

# Application for Employment

|   |  |
|---|--|
| Applicant's name  |  |
| Title of post applied for   |  |
| Applicant reference number<br>(to be completed by school administrator) |  |

## Guidance for completion of the application for employment form

This information has been compiled to assist you in the completion of the application form. Please remember the application form is an essential part of our selection process, and the information you give will assist in selecting a shortlist of candidates for interview. It is therefore important that you complete the application form in full. If you wish to complete it by hand, please use black ink.

### Completing your application form:

**Read** through the information you have been sent and in particular study the advertisement, job description and person specification.

**Complete** all of the sections as fully as possible. If any information requested is not applicable to you then please state this in the relevant section.

**Curriculum Vitae (CV) – Please do not enclose a CV.** You are asked to complete the application form in full. It is acceptable to provide additional information in support of your application in the relevant section of this form, but this should be relevant to the job you are applying for.

**Return your form** - Please return to [vacancies@calthorpe.bham.sch.uk](mailto:vacancies@calthorpe.bham.sch.uk) or post to Thrive Education Trust c/o Calthorpe Academy, Darwin Street, Birmingham, B12 0TP. All applications received are handled in accordance with the requirements of the Data Protection Act 1998 and 2003.

**Commitment to disabled people** - Disabled applicants can face additional challenges to gaining employment and we are committed to promoting employment opportunities for people with disabilities.

**Support and assistance** - We also aim to ensure that our recruitment process is flexible and supportive to individual needs so please contact the school to which you are applying if you need any assistance in completing the application form or if you need information in an alternative format.

**Definition of disability** - Under the Equality Act 2010 a person has a disability if she/he has a 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.

**Impairment** - A disability can arise from a wide range of impairments including: mental illness, learning disabilities, deaf and hard of hearing, sight impairments, diabetes, dyslexia, heart conditions, etc.

**Substantial** - This is something more than minor or trivial and beyond normal differences in ability which may exist among people.

**Long-term adverse effect** - The effect must be a detrimental one and is long-term if it has lasted or is likely to last for at least 12 months or for the rest of a person's life. If the effect is likely to recur beyond 12 months it is treated as long term.

**Normal day-to-day activities** - These are activities carried out by most people on a fairly regular and frequent basis. They do not include specialised activities which are normal only for a particular person or a group of people.

**Progressive conditions** - This applies to conditions which will increase in severity over time and are medically diagnosed as likely to have a substantial adverse effect on the ability to carry out normal day-to-day activities before they actually have this effect. Examples include muscular dystrophy, systemic lupus erythematosus (SLE), various types of dementia and motor neurone disease. A person who has cancer, HIV infection or multiple sclerosis (MS) will automatically be considered disabled under the Act. Those officially certified as blind or sight impaired by a consultant ophthalmologist may also automatically be covered.

**Past disabilities** - The Equality Act 2010 also covers people who have had a disability in the past.

### **Commitment to safeguarding of children and young people**

The post for which you are applying gives substantial access to children. Thrive Education Trust is committed to safeguarding and promoting the welfare of children and young people and all staff working with children and young people are expected to share a commitment to this.

You will be expected to report any concerns about the safeguarding of children and/or young people in accordance with the agreed procedures.

Successful applicants will be required, as part of their role, to attend regular safeguarding training relevant to the role.

If your conduct in relation to the safeguarding of children or young people gives cause for concern, the agreed child protection procedures will be followed alongside the MAT's disciplinary procedure.

References will be sought prior to interview and we will ask about your performance and conduct, including any disciplinary action taken and/or allegations/issues relating to children and young people in order that your suitability to work with children/young people can be assessed.

Employment is conditional upon the results of an enhanced Disclosure and Barring Service (DBS) check (with a barred list check) which will indicate your suitability to work with children. Additionally, you must also complete, sign and return the 'Disqualification by Association' declaration attached to this application form.

Applications for teaching roles will involve a check of the Teaching Council's Prohibition List, to ensure they are not subject to a prohibition order issued by the Secretary of State.

### **Disclosure**

Under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 you must disclose all cautions and convictions even if they are spent, unless they are protected cautions and convictions.

Protected cautions and convictions are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website – <https://www.gov.uk/government/collections/dbs-filtering-guidance>

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered.

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

# Application for Non-Teaching Appointment

|                               |  |
|-------------------------------|--|
| Applying for the position of: |  |
|-------------------------------|--|

## 1. Specialist Experience Offered

|      |  |       |  |                |  |
|------|--|-------|--|----------------|--|
| Main |  | Other |  | SEN experience |  |
|------|--|-------|--|----------------|--|

|                       |  |  |  |
|-----------------------|--|--|--|
| National Insurance No |  | Do you require permission to work in the UK? |  |
|-----------------------|--|--|--|

**Applicants may use a continuation sheet for sections where additional space is required**

## 2. Personal Details

|       |  |         |  |             |  |
|-------|--|---------|--|-------------|--|
| Title |  | Surname |  | Forename(s) |  |
|-------|--|---------|--|-------------|--|

**Please include former names if applicable in brackets**

| Permanent Address |  | Temporary Address (if applicable) |  |
|-------------------|--|-----------------------------------|--|
|                   |  |                                   |  |
| Post Code         |  | Post Code                         |  |
| Telephone         |  |                                   |  |
| Mobile            |  |                                   |  |
| Email             |  |                                   |  |

## 3. Education, Training and Qualifications

### Secondary Education

| Name, location and types of schools | Date from | Date to | Secondary Examinations passed with grades |
|-------------------------------------|-----------|---------|---|
|                                     |           |         |   |
|                                     |           |         |   |
|                                     |           |         |   |
|                                     |           |         |   |

### Higher Education

| University / College / Organisation / Course | Date from | Date to | Qualifications passed with grades |
|--|-----------|---------|-----------------------------------|
|  |           |         |                                   |
|  |           |         |                                   |
|  |           |         |                                   |
|  |           |         |                                   |

#### 4. Present Post

| Employer / Company / School name  |                   | Employer / Company / School Address |                         |                               |
|---|-------------------|-------------------------------------|-------------------------|-------------------------------|
|   |                   |                                     |                         |                               |
| Job Role  |                   |                                     |                         |                               |
| Salary (£)  | Special Allowance | Date of Appointment                 | Full Time / Part Time % | When could you commence duty? |
|   |                   |                                     |                         |                               |
| Details of present post held including title, areas of responsibility, etc. |                   |                                     |                         |                               |

#### 5. Previous Experience in Education

Please give details of all full and part-time **paid** experience in schools including periods before date of qualification.

**Please leave no gaps in your employment history** (use a continuation sheet if necessary).

| Local Education Authority, Gov. Body or Country | School | Full Time / Part Time % | Post Held | Learners Ages | Periods of Paid Service (mm/yyyy) |    |
|---|--------|-------------------------|-----------|---------------|-----------------------------------|----|
|   |        |                         |           |               | From                              | To |
|   |        |                         |           |               |                                   |    |
|   |        |                         |           |               |                                   |    |
|   |        |                         |           |               |                                   |    |
|   |        |                         |           |               |                                   |    |
|   |        |                         |           |               |                                   |    |
|   |        |                         |           |               |                                   |    |
|   |        |                         |           |               |                                   |    |
|   |        |                         |           |               |                                   |    |

#### 6. Previous Industrial, Commercial or Local Government Experience

| Name and Address of Employer(s) | Date (mm/yyyy) |    | Nature of Employment and position held (including an indication of whether full or part time) |
|---------------------------------|----------------|----|---|
|                                 | From           | To |   |
|                                 |                |    |   |
|                                 |                |    |   |
|                                 |                |    |   |
|                                 |                |    |   |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

## 7. Declarations

|  |  |
|--|--|
| Are you related to a councillor, officer, head teacher or our Academy Directors? |  |
|--|--|

|                                       |  |
|---------------------------------------|--|
| If yes, please state the relationship |  |
|---------------------------------------|--|

*Note: Canvassing or failure to disclose a relationship to a councillor, officer, head teacher or school governor of Birmingham City Council could disqualify the candidate*

## 8. Safer Recruitment: Declaration of Criminal Offences

**The post is exempt from the Rehabilitation of Offenders Act 1974. You must give details on this form of all offences, convictions, cautions or bindovers you have or any court cases that you have pending.**

|                                       |     |  |    |  |
|---------------------------------------|-----|--|----|--|
| Are you declaring a criminal offence? | Yes |  | No |  |
|---------------------------------------|-----|--|----|--|

| Details of Offence(s) | Place & Date of Judgement(s) | Sentence(s) |
|-----------------------|------------------------------|-------------|
|                       |                              |             |
|                       |                              |             |
|                       |                              |             |

As the occupant of the post will have substantial access to children, a disclosure request will be made to appropriate organisations to ascertain whether their records reveal any criminal convictions (including spent ones). All Birmingham Schools will comply with Safer Recruitment.

**NOTE: Failure to disclose any criminal conviction could prevent further consideration of an application for appointment.**

All information given will be treated in the strictest confidence and will be used for this job application only.

## 9. Courses attended in the last 5 years (including Denominational Qualifications)

Please include organising body, title of course, dates and duration (use a continuation sheet if necessary).

| Course Title and Organising Body |
|----------------------------------|
|                                  |
|                                  |
|                                  |
|                                  |
|                                  |

## **10. Special Interests and Relevant Experience**

Please give details of your recreational and cultural interests, voluntary work and any other special skills you have developed which may be relevant to the post and to your work with children.

## **11. Letter of Application or Supporting Statement**

Please include more detailed particulars of your experience, skills and further information in support of your application.

You are advised to limit your Statement to the equivalent of 2 sheets of printed A4.

## **12. Important Notes or information that you think is relevant, but have not already included**

You are asked to give details of any disability you may have for which a reasonable adjustment may be necessary. While this information will not be used for short-listing purposes, it will greatly assist in making any interview arrangements etc. Please detail any conditions or prohibitions placed upon you by the GTC/DfE.

## **13. References**

**Safer recruitment guidelines recommend that references are taken up prior to interview.**

Please give the names and addresses of two **professional referees**. One of these should be your **present or most recent employer**.

**Referee One**

|                  |  |
|------------------|--|
| Title            |  |
| Full Name        |  |
| Status           |  |
| School / College |  |
| Address          |  |
| Postcode         |  |
| Email            |  |
| Tel              |  |

**Referee Two**

|                  |  |
|------------------|--|
| Title            |  |
| Full Name        |  |
| Status           |  |
| School / College |  |
| Address          |  |
| Postcode         |  |
| Email            |  |
| Tel              |  |

Successful applicants must produce original certificates of qualifications on request.

**14. Declaration**

You cannot sign this form on screen. By submitting an e-mail application, you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

**I certify that to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from appointment or after appointment could lead to a disciplinary action or dismissal.**

|      |  |      |  |
|------|--|------|--|
| Name |  | Date |  |
|------|--|------|--|

Please return the application form by email. If you have any queries please contact:

This application form can be returned to **Thrive Education Trust** by email.

Thrive Education Trust  
c/o Calthorpe Academy  
Darwin Street  
Highgate, Birmingham.  
B12 0TP  
Tel: 0121 773 4637

Please add your surname and forename to the filename and email to:

[vacancies@calthorpe.bham.sch.uk](mailto:vacancies@calthorpe.bham.sch.uk)

Alternatively you can post this application to the address indicated.

**Please note:**

- Deliberate omission or falsification of information could lead to the disqualification of your application or later dismissal, if appointed.
- Canvassing of directors or school governors, directly or indirectly, will disqualify your application.
- The appointment is subject to satisfactory evidence of your medical fitness and the results of a 'disclosure' from the Disclosure and Barring Service, where applicable.
- The information you supply will be used by us for the purpose of administration in relation to prospective, current and past staff. If your application is successful, some of the information will be used to compile your personal file. It may be used and shared with other designated bodies administering public funds, for the prevention and detection of fraud.
- Data protection statement – Data Protection Act 1998 and 2003. Thrive Education Trust has a duty to protect personal information. We will process this information in accordance with the Data Protection Act 1998 and 2003. This information will be stored on computer and manual files.
- Following receipt of your application for this post consideration will be given to all applicants and shortlisted candidates will be contacted.
- Completion and submission of this form is taken as consent to process the information that you have provided.

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**Please sign and date here to confirm that the information given on this form is accurate.**

|           |  |      |  |
|-----------|--|------|--|
| Signature |  | Date |  |
|-----------|--|------|--|

# Recruitment Monitoring

|   |  |
|---|--|
| Applicant reference number<br>(to be completed by school administrator) |  |
|---|--|

In line with the Codes of Practice of the Equality and Human Rights Commission (formerly Equal Opportunities Commission and the Commission for Racial Equality) and as required by the Audit Commission, Thrive Education Trust collects and maintains information on gender, ethnic origin and disabilities of its employees. Thrive Education Trust will also collect and maintain information on sexual orientation, age and religion or belief of its employees. The information you have supplied will be kept confidential within Human Resources. Departments will only see statistical information and it will only be used to provide an overall profile analysis of Local Authority and national non nominal data.

Please complete this section of the application form, which will be separated from the rest of the form before shortlist selection takes place.

You can be assured that this information will be treated in confidence and will not be available to short listing officers or interviewers or to future potential managers.

|   |  |
|---|--|
| Where did you see this post advertised? |  |
|---|--|

|                             |  |
|-----------------------------|--|
| What is your date of birth? |  |
|-----------------------------|--|

| What is your ethnic group?   |  |  |
|--|--|--|
| Please choose one selection from A to E and then tick the appropriate box within your chosen section to indicate your cultural background. If you are ticking one of the 'Any other' boxes please state in the space provided. |  |  |
| <b>A. White</b>  | British                                      |  |
|  | Irish  |  |
|  | Any other White background<br>(Please state) |  |
| <b>B. Mixed</b>  | White and Black Caribbean                    |  |
|  | White and Black Asian                        |  |
|  | White and Black African                      |  |
|  | Any other Mixed Background<br>(Please State) |  |
| <b>C. Asian or Asian British</b>   | Indian                                       |  |
|  | Bangladeshi                                  |  |
|  | Pakistani                                    |  |
|  | Any other Asian Background<br>(Please State) |  |
| <b>D. Black or Black British</b>   | Caribbean                                    |  |
|  | African                                      |  |
|  | Any other Black Background<br>(Please State) |  |
| <b>E. Chinese of other Ethnic Group</b>  | Chinese                                      |  |
|  | Any other Background<br>(Please State)       |  |

|               |             |  |               |  |
|---------------|-------------|--|---------------|--|
| <b>Gender</b> | <b>Male</b> |  | <b>Female</b> |  |
|---------------|-------------|--|---------------|--|

|                                  |
|----------------------------------|
| <b>Do you have a disability?</b> |
|----------------------------------|

|   |            |  |           |
|---|------------|--|-----------|
| The Disability Discrimination Act 1995 (DDA) protects people with disabilities. The DDA defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities. |            |  |           |
| <b>Do you consider yourself to have a disability according to the terms given in the DDA?</b>   | <b>Yes</b> |  | <b>No</b> |
| The Council wishes to ensure that people with disabilities are able to access job opportunities as well as people without disabilities do.  |            |  |           |
| If we know you have a disability we will make adjustments to the working arrangements and/or the working environment provided it is reasonable in the circumstances to do so. We will also make appropriate arrangements for your interview.  |            |  |           |
| <b>If you have answered yes to having a disability, please let us know how we can support you at the interview stage</b>  |            |  |           |
| Please tick if any of the following types of disability apply to you. People may experience more than one type of disability, in which case tick all the types that apply. If your disability does not fit any of these types, please mark 'Other' and state your   |            |  |           |
| <b>Long-standing illness, such as cancer, HIV, diabetes, disease or epilepsy</b>  |            |  |           |
| <b>Sensory impairment, such as being blind, having a serious visual impairment or being deaf, having a serious hearing impairment</b>   |            |  |           |
| <b>Physical impairment, such as difficulty using your arms or mobility issues, which means using a wheelchair or crutches</b>   |            |  |           |
| <b>Learning disability, (such as Down's Syndrome or Dyslexia) or cognitive impairment (such as autism or head-injury)</b>   |            |  |           |
| <b>Mental health condition, such as depression</b>  |            |  |           |
| <b>Other (please state)</b>   |            |  |           |

| <b>What is your religion or belief?</b> |  |  |  |
|---|--|--|--|
| Agnostic                                |  | Jain   |  |
| Atheist                                 |  | Jewish   |  |
| Bahá'í                                  |  | Muslim   |  |
| Buddhist                                |  | Sikh   |  |
| Christian                               |  | No Religion                                    |  |
| Hindu                                   |  | Any other religion or belief<br>(Please state) |  |
| Prefer not to say                       |  |  |  |

| <b>What is your sexual orientation?</b> |  |              |  |
|---|--|--------------|--|
| Bisexual                                |  | Gay Man      |  |
| Lesbian Woman                           |  | Heterosexual |  |
| Prefer not to say                       |  |              |  |

**Thank you for your application.**