

## OPERATIONAL STAFF



## APPLICATION FOR OPERATIONAL STAFF POSTS

## CONFIDENTIAL

**HOW TO APPLY:**

Please complete in black ink or typescript as this form may be photocopied. A Curriculum Vitae will not be accepted. You must complete all sections of the application form.

Please submit this application form with your letter of application which should be no more than two sides of A4 detailing your suitability for the post and addressing the Person Specification.

Position applied for:

Vacancy Reference:

School:

Where did you first learn of this vacancy?

**Personal Details**

Title:	Surname:	Forenames (in full):	
Home address:		Evening tel:	
		Mobile:	
		National Insurance Number:	
City/Town:		Former name(s) if applicable:	
Postcode:		Do you require a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:		Do you have a full driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Daytime tel:		Do you have regular use of a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Education/Qualifications

Please state in chronological order. Applicants offered an appointment will be asked to verify their qualifications.

Name of school/college/university	Level	Awarding Body	Subjects	Grade/Result	Year Obtained

## Current Employment

(or last employment if not currently employed).

Employer name:	
Employer address:	
Brief description/Nature of the business	
Job title:	Current Grade/Salary:
Start date (month/year):	End date (month/year): (if applicable and reason for leaving)
Brief outline of responsibilities:	

### Previous Employment

Please put most recent job first. This may be paid or unpaid. Any dismissal or redundancy must be clearly stated.

Name of employer, including relevant contact details and nature of the business	Job title	Main duties and responsibilities	Start date (mm/yy)	End date (mm/yy)	Reason for leaving

### Gap in Employment Details

Please indicate and explain any gaps in employment, including specific dates since first leaving secondary education, using a separate sheet where necessary.

Date from	Date to	Reason for gap

### Other Experience

Please state other experience, voluntary or paid/full-time or part-time (if part-time please state percentage of the week). All experience is valued and should be fully recorded.

Dates				Position held (if any)	Employer or organisation	Nature and brief summary of experience
From		To				
M	Y	M	Y			

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**In-Service Studies/Professional Development and Training**

Please highlight any professional development that you have undertaken which is relevant to this post – including dates/duration/providers as appropriate.

**Skills/knowledge/experience/interests/extra-curricular (max 200 words)**

In addition to your letter of application you may wish to outline other relevant information.

**Membership of Professional Associations**

(if applicable to the post for which you are applying)

Organisation Name	Level of Membership/Role/Registration No. (if applicable)

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## References

Please state below, details of two people to whom reference may be made (family members, ex/current partners, close friends are generally not acceptable referees).

**Reference 1** - Your first referee must be your present or last Headteacher/employer, if currently or previously employed.

**Reference 2** – should be an individual who knows you in a professional or academic capacity or as a volunteer.

If you were known to your referees under another name, please state name:

<b>Reference 1 Name:</b>		<b>Reference 2 Name:</b>	
Address: (incl. Postcode)		Address: (incl. Postcode)	
Email:		Email:	
Tel:		Tel:	
Position:		Position:	
Organisation:		Organisation:	
Relationship to referee		Relationship to referee	

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process.

Due to safeguarding requirements, references should be obtained prior to interviews for shortlisted candidates, to assist with assessing candidates' suitability to work with children. Can you please confirm below whether or not referees may be contacted prior to interview should you be shortlisted.

Referee 1 may be contacted prior to interview.

Yes  No

Referee 2 may be contacted prior to interview.

Yes  No

Are you related to any employee or Governor at the school for which you are applying or to a Trust Director of CSET? Yes  No

If YES, give their name, position and relationship.

Are you a current employee of CSET? Yes  No

If YES, please state your pay reference number:

## The Rehabilitation of Offenders Act 1974

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are '**spent**'.

**Please note:** The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Further information is attached at the end of this application form, 'Declaration of Criminal Convictions – Additional Guidance'.

If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service (DBS, previously CRB)**. This will require you to complete a separate DBS application form and to provide documentary evidence of your identity.

Do you have any criminal convictions to declare? (including cautions, bindovers or no case to answer).

Yes  No

Have you ever been subject to any employment restrictions or sanctions imposed by a regulatory body (e.g. DfE, List 99, GTC)?

Yes  No

If YES, please state details below or return with your application in a sealed envelope marked private and confidential, for the attention of the Headteacher.

## Availability

Please state any dates and/or times when you are not available for interview:

How much notice are you required to give?

When are you available to start work?

## Date of Birth

To assist with identity and vetting requirements, please provide your date of birth:

## Data Protection Act 1998

Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of Recruitment and Selection and Personnel Administration and no other purpose.

## General Notes

1. Any form of canvassing will disqualify the candidate.
2. False or misleading information will disqualify an application or, if appointed, render an applicant liable to dismissal without notice.
3. Please return this form by the closing date to ensure consideration.

## Declaration

I declare that to the best of my knowledge the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from appointment or dismissed without notice. Sign below to confirm that you agree to the above statement **(for applicants applying by email, please enter  $\surd$  or X in the box below)**.

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_



## Committed to Equalities - Confidential

CSET is committed to equality of opportunity and as part of this commitment monitors its recruitment and selection process to determine that it is fair to all. Please help us monitor our equalities policies and prevent unfair discrimination by answering ALL of the following questions, ticking the appropriate box.

Name:

School:

Previous surname:

Vacancy applied for:

Vacancy Reference:

### Equalities Information

#### 1. Ethnic group

##### White

White – British

##### Asian

Asian or Asian British – Indian

White – Irish

Asian or Asian British – Pakistani

White – Other

Asian or Asian British – Bangladeshi

Asian or Asian British – Other

##### Mixed

Mixed – White and Black Caribbean

##### Black

Black or Black British – Caribbean

Mixed – White and Black African

Black or Black British – African

Mixed – White and Asian

Black – Other

Mixed – Other

##### Chinese

##### Other ethnic group

If other, please specify below:

#### 2. Gender/Age

##### Gender

I am: Male

Female

##### Age

I am: Up to 19 years

20-29 years

30-39 years

40-49 years

50-59 years

60+ years

#### 3. Disability

Do you consider yourself to be a disabled person?

Yes

No

Please note: This information will be used to enable us to monitor our performance as an equalities employer effectively, and for that purpose only. This information will be treated in the strictest confidence, and will not be seen at any time by the selection panel.

## Declaration of Criminal Convictions – Additional Guidance

Please note that it is a requirement of employment that an enhanced Disclosure and Barring Service (DBS) check is obtained for this post. This means that you must declare any criminal convictions, cautions, reprimands or final warnings unless these are 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).

Under previous exemption provisions you would have been required to declare all conviction information regardless of the nature, seriousness or age of the offences committed. The 2013 amendments mean that you are no longer required to provide details of a 'protected conviction' and the DBS will apply a 'filtering' process which will identify and remove protected convictions and cautions from the criminal record certificate issued to applicants.

A conviction is a 'protected conviction' if:

- it does not relate to a 'listed offence', such as violent and sexual offences
- no custodial sentence was imposed
- the individual has no other convictions (where the individual has more than one conviction, all convictions will be included on the certificate)
- it was received by a person aged under 18 at the time of the conviction and five and a half years or more have elapsed
- it was received by a person aged 18 or over at the time of the conviction and 11 years or more have elapsed.

A caution is a 'protected caution' if:

- it does not relate to a listed offence
- it was given to a person aged under 18 at the time of the caution and two years or more have elapsed
- it was given to a person aged 18 or over at the time of the caution and six years or more have elapsed.

A 'listed offence' means that the offence is included on a list of offences which are serious, relate to sexual or violent offending or are otherwise deemed to be relevant in the context of safeguarding. These offences will never be filtered from a criminal record check. The legislation also covers equivalent offences committed overseas.

It is very difficult to provide a concise summary of all 'listed offences' if you have received any criminal convictions or cautions at any time you should refer to the DBS guidance and information available at <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

A past criminal conviction will not normally prevent you being considered for employment; it will be necessary to consider the nature of the conviction(s) and other relevant factors having regard to the position applied for. Any information received from your declaration or subsequent DBS certificate will be treated in a confidential manner and in accordance with the DBS Code of Practice.

It is very important that you do not withhold conviction information unless you have established that it meets the 'protected' criteria. You will see that if you have more than one conviction no protection will apply and details of all convictions must be provided.

In the event that you inadvertently provide us with details of a 'protected' conviction we are not permitted to use this information as the reason for not appointing you to the post.

Criminal record checks on school staff are carried out in accordance with statutory guidance issued by the Department for Education (DfE) as part of our duty to safeguard the welfare of pupils. This duty applies to all members of school staff, whether or not, they work directly with pupils.

