Application form Confidential

**Please complete ALL sections. Sections 1-6 of the application form will be used to shortlist candidates for interview.**

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| Post applied for: |  |
| Closing date: |  |

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| 1. PERSONAL DETAILS (please complete in block letters) | | | |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other/No title) |  | | |
| Last Name: |  | | |
| First name(s) |  | | |
| Any former name(s) previously known as |  | | |
| National Insurance number |  | | |
| Address for correspondence: |  | | |
| Postcode: |  | | |
| Home telephone no: |  | Mobile telephone no: |  |
| Work telephone no: |  | Extension (if applicable): |  |
| Email address: |  | | |

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| 1. PRESENT OR LAST EMPLOYER | | | |
| Name and address of employer: |  | | |
| Postcode: |  | | |
| Name and address of establishment where employed (if different): |  | | |
| Postcode: |  | | |
| Nature of business: |  | | |
| Job title: |  | | |
| Present annual salary or weekly income (gross): |  | | |
| Hours worked per week: |  | Other benefits  (if applicable): |  |
| Date appointed: |  | Notice required or leaving date if already left |  |
| Reason for leaving: |  | | |
| Brief description of duties: |  | | |

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| 1. PREVIOUS EMPLOYMENT Start with the most recent first and include full employment history since leaving school.   Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary). | | | | | | |
| **Employer name & address** | **Job title** | **Salary/ income** | **Full or part-time (if part-time, give hours)** | **Date**  **From (mm/yy)** | **Date**  **To (mm/yy)** | **Reason for leaving** |
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| 1. EDUCATION, TRAINING & QUALIFICATIONS (Please continue on separate sheet if necessary). Please start with the most recent. | | | | | |
| **Secondary School/College/University and/or Awarding Body (where applicable)** | **Date**  **From (mm/yy)** | **Date**  **To (mm/yy)** | **Qualifications gained (state level)** | **Grade/class of degree** | **Date** |
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| **OTHER RELEVANT TRAINING COURSES ATTENDED**  (Please continue on separate sheet if necessary) | | | | | |
| **Organising Body** | | **Course title** | | | **Length of course** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | |
| **Name of body** | **Type of membership** | | | **Date obtained** | |
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| **Teacher Reference Number** (if appropriate) | | |  | | |

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| 1. INFORMATION IN SUPPORT OF YOUR APPLICATION   Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification.  **NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.** |
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| 1. REFEREES   In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to them. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.  Please ensure the references are from a relevant employer from the last time the applicant worked with children.  The Trust reserves the right to approach any previous employer or manager.  Please sign the form found at appendix 1 to consent to us contacting your previous employer/s for a reference.  **Please note:**  **If you are shortlisted and invited to an interview, referees will be contacted, and references obtained prior to interview in line with current statutory guidance.** | | | | |
| **Name (Referee 1):** | | **Name (Referee 2):** | | |
| Title | Mr/Mrs/Miss/Ms/other | | Title | Mr/Mrs/Miss/Ms/other |
| Role: |  | | Role: |  |
| Organisation (if appropriate): |  | | Organisation (if appropriate): |  |
| Address: |  | | Address: |  |
| Postcode: |  | | Postcode: |  |
| Telephone No: |  | | Telephone No: |  |
| Email address: |  | | Email address: |  |
| How long known? |  | | How long known? |  |

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| 1. ONLINE CHECKS   In accordance with our statutory obligations under Keeping Children Safe in Education the Trust is required to conduct an online search as part of our due diligence on successful candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with you prior to confirmation of appointment. |
| We carry out these searches using a trusted third party Social Media Check who will be in touch with the successful candidate by email with a link to their site for the search to be carried out on publicly available information.  If you would like to inform us of anything that might come to light when we perform this search, please outline the details below: |
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| 1. PROTECTION OF CHILDREN   The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).  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, which can be accessed here:  <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>  If shortlisted for an interview you will be required to disclose to us information about any:   * adult cautions (simple or conditional); * unspent conditional cautions; * unspent convictions in a Court of Law; and * spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020   so that a police check can be carried out if you are offered an appointment. This information can be disclosed either verbally at interview or by completing a relevant conviction form after interview if that is your preference.  If you are shortlisted for an interview, in line with Keeping Children Safe in Education we will also ask you to complete a self-declaration form prior to interview to provide any relevant information which may make you unsuitable to work with children. For example, whether you are included on the barred list, prohibited from teaching, prohibited from taking part in the management of an independent school, known to the police and children’s social care or disqualified from providing childcare and any relevant overseas information.  If you are subsequently employed by the Trust and it is found that you failed to disclose any relevant previous convictions, cautions or other relevant information as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.  It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to children.  We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. |

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| 1. GENERAL | | |
| Are you interested in job sharing? | Yes | No |
| Do you hold a current full driving licence? | Yes | No |
| Do you have regular use of a vehicle? | Yes | No |
| You are required to declare below any relationship with or to an employee of the Trust.  Please state name and position: | | |
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| Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below. | Yes | No |
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| This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. | | |

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| 1. REASONABLE ADJUSTMENTS FOR A DISABILITY   If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact mknight@thecircletrust.co.uk to discuss any requirements. Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information in this form. |
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| 1. HEALTH/MEDICAL DETAILS   Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination |

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| 1. DATA PROTECTION   In completing this application form you should refer to the Recruitment Privacy Notice which is available on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so.  If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice. |

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| **13. DECLARATION**  I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.  I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.  I also confirm that I am not barred from engaging in regulated activity relevant to children. | |
| Signed |  |
| Date: |  |
| Please return your completed form by email, post or by hand by the closing date to: Mel Knight The Circle Trust Operations Manager [mknight@thecircletrust.co.uk](mailto:mknight@thecircletrust.co.uk) Tel: 0118 338 1961.  The Circle Trust, c/o St Crispin’s School, London Road, Wokingham, Berkshire RG40 1SS | |

## Appendix 1

### Reference Consent Form

I can confirm that I am happy for The Circle Trust to contact my previous employer/s to obtain written references.

I understand that I can withdraw my consent at any time by contacting Mel Knight on 0118 3381961.

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| Name |  |
| Signature |  |
| Job Title |  |
| Date |  |