

Employment Application Form

Personal Information

Full Name:	Date of Birth:	National Insurance Number:		
Address:				
Phone (Mobile No):	Phone (Home):	Email Address:		
Place of Birth:				
Do you require a permit to work in the UK	☐	No	☐	Yes
Do you hold a full UK Driving Licence	☐	No	☐	Yes
Are you related to any School Governor or staff member	☐	No	☐	Yes
If yes, please provide details				

Desired Employment

Position Applying For	Date You can join	Desired Salary

Continuing Professional Development/Training (appropriate to the job)

College or University	Exam Taken	Date Gained	Result or Grade

Employment history – most recent first

Organisation Name	Position	Reason for leaving	Job Period	
			YYYY	YYYY

Education History			
School Attended	Exam Taken	Date Gained	Result /Grade

Please provide details below of two referees who can provide information that will confirm your suitability for this post. One should be your current or most recent employer; the other should be someone who has known you in a professional capacity.

References		
Name:	Organisation:	Position held:
Address:		
Phone (Mobile No):		Email Address:

Name:	Organisation:	Position held:
Address:		
Phone (Mobile No):		Email Address:

Information in support of application. Please provide details of your skills, knowledge and experience that are relevant to the position you are applying for. Be sure to include specific examples that demonstrate your suitability for the role.

This position falls under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, as it involves working directly with children or young people. As such, you are required to declare any criminal convictions, cautions, warnings, or bind-overs, including those that are considered "spent."

Have you ever been convicted of a criminal offence, or received an official caution, warning, or reprimand for any such offence?

YES / NO

This role involves regulated activity with children, in accordance with the safeguarding requirements for schools and colleges. It is a criminal offence to apply for this position if you are barred from engaging in regulated activity with children.

I declare that I am not included on the Barred List (List 99), am not disqualified from working with children, and am not subject to any sanctions from a regulatory body. I understand that providing false information may disqualify my application or result in dismissal if I am appointed.

I also acknowledge that a Criminal Records check will be undertaken.

Do you understand and accept this?

YES / NO

If you answered Yes to any convictions, cautions, warnings, or reprimands, please provide full details including dates on a separate sheet. Place the sheet in a sealed envelope marked Confidential – for the attention of HR and enclose it with your application form.

Links to our child protection & safeguarding policy and our policy on the employment of ex-offenders can be found below: -

[Child Protection Policy 2024.25.docx](#)

[Safeguarding Policy 2024.25.docx](#)

[Safer Recruitment.docx](#)

PLEASE NOTE:

- If your application is successful, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate CRB online application and provide a range of documentary evidence of your identity.
- Although a criminal record involving **offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DfE or DoH.

Further information for shortlisted candidates

Your permission to contact referees will be sought. Previous employers may be contacted to verify particular experience or qualifications.

Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

We conduct online searches to gather publicly available information about you, which may include social media accounts. This process will only apply to shortlisted candidates and may take place prior to interview. The data processing will adhere to the legal framework of Article 6(e) concerning public tasks, in accordance with the guidelines provided in Keeping Children Safe in Education (KCSIE) 2024. Any information collected during this search will be stored according to our data retention schedule, which can be provided upon request.

I confirm that all information provided in this application is accurate to the best of my knowledge. I understand that if any details are found to be knowingly false or if there is a deliberate omission of relevant information, this may result in the rejection of my application or the termination of my contract if appointed. I also acknowledge that such matters may be reported to the Police.

Signature of Candidate

Date