

## APPLICATION FORM FOR APPOINTMENTS AT THE SALTERNS ACADEMY TRUST

### HOW TO COMPLETE

Please complete all sections of this form using black ink or type.

Salterns Academy Trust operates an equal opportunities policy. The equalities for is separate to this application form to ensure it remains separate to the shortlisting process.

Applications will only be accepted if this form is **completed in full** including employment history from your first paid employment. This form can be handwritten or typed but must be signed (not printed signature) at the end of the document. In any sections not applicable to your application please write N/A in the section.

### IMPORTANT INFORMATION TO CANDIDATES

#### DATA PROTECTION NOTICE

Throughout this form we will ask for some personal information about you. The Salterns Academy Trust will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted by law:

- You have given us your consent
- We must process it to comply with our legal obligations

More information on how we use your personal data can be found in our privacy notice for job applicants:

<https://trafalgarschool.org.uk/working-at-trafalgar/vacancies/>

[Current Vacancies • Admiral Lord Nelson School \(alns.co.uk\)](#)

<https://www.mayfield.portsmouth.sch.uk/assets/Documents/Attachments/Privacy-Notice-for-Applicants-Oct-22-1-v2.pdf>

#### CHILD PROTECTION AND SAFEGUARDING POLICIES

Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

More information on our Safeguarding policies can be found on our website:

[Safeguarding – Trafalgar School, Portsmouth](#)

[School Policies • Admiral Lord Nelson School \(alns.co.uk\)](#)

[Child Protection and Safeguarding Policy – Mayfield](#)

#### DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.

Working within a School is exempted from the Rehabilitation of Offenders Act 1974.

You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:

- All unspent convictions and conditional cautions.
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).
- If you have been barred from working with Children and/or Adults at risk.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.

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.

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974-exceptions-order-1975)

The filtering rules were updated on 28 November 2020 as follows:

- warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate
- the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy notice.

If you have lived or worked outside of the UK in the last (5 years – this is a recommended timeframe, the Trust may choose to extend this timeframe), the Trust will require additional information in order to comply with 'safer recruitment' requirements.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

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## **APPLICANT TO COMPLETE**

### **VACANCY POSITION DETAILS**

<b>Name of post applied for</b>	
<b>Name of school or central Trust</b>	
<b>Where you saw the position advertised</b>	

## DO YOU HAVE RIGHT TO WORK IN THE UK

The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. We are unable to interview candidates who do not bring this identification to their interview or when requested. Copies and pictures are not accepted.

Do you have the right to work in the UK which you are able to evidence at interview?	Yes		No	
Do you require sponsorship?	Yes		No	

## DBS

Have you had a DBS check completed in the last 3 years?	Yes		No	
Is yes please can you state the date of the check				

## PERSONAL DETAILS

Preferred title	
First name	
Surname	
Previous surnames	
Preferred name:	
National insurance number	

## CONTACT DETAILS

Address	
Postcode	
Phone number	
Email address	

## DISABILITY AND ACCESSIBILITY

The Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require below.

### TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you spent time living and/or working outside of the UK?

Yes

No

If yes, please give details, including countries and dates from - to.

### RELATIONSHIP TO THE SCHOOLS OR TRUST

Please list any personal relationships that exist between you and any of the following members of the schools/Trust community.

Update this list and the sentence below, as appropriate

- Governors/Trustees
- Local governors
- Staff
- Students

If you have a relationship with a Governor, Trustee, Local Governor or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at school/Trust

## CURRENT EMPLOYMENT DETAILS

Job title	Employer details (Name, address)	Dates employed (MM/YYYY – MM/YYYY)	Age range taught (if relevant)	Permanent or temporary	Salary/pay plus allowances if applicable	Description of responsibilities

## PREVIOUS EMPLOYMENT

Please provide details of all previous employment. List the most recent employment first from your first job. Please indicate nature/reasons for any periods of non-employment including relevant dates. **All dates including gaps must link. Please use a separate sheet is needed.**

Job title	Name and address of employer	Dates employed/gap (MM/YYYY – MM/YYYY)	Description of responsibilities	Reason for leaving


## EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications which are relevant to your role.

Dates attended (month and year)	Name and location of school/college/university/online	Awarding body	Qualifications gained (including grades)

## TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.

Course dates from - to	Course title	Qualification obtained	Awarding body

### Additional information

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests. This is separate to a cover letter.



## TEACHER STATUS

Teacher reference number	
Do you have QTS?	
QTS certificate number (where applicable)	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

## COVER LETTER - ALL CANDIDATES

Please attach an accompanying letter (maximum 2 sides of A4) explaining why you are applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please include your name and the title of the post you are applying for as the file name for the attachment.

## REFERENCES

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you have not previously been employed, please provide details of another suitable referee. Headteachers and Senior Leaders are required to provide a 3<sup>rd</sup> reference. We will apply for references if a candidate is shortlisted and before their interview. The Trust reserves the right to seek any additional references they deem appropriate.

In addition to reference checks online checks will be completed upon shortlisting as part of safer recruitment. This includes social media and internet.

### REFERENCE 1

Referee full name				
Organisation name				
Relationship to you				
Address and postcode				
Contact number				
Email address				
Is this your current employer	Yes		No	
May we contact them if you are shortlisted for interview	Yes		No	

**REFERENCE 2 (previous employer or last educational employer)**

Referee full name				
Organisation name				
Relationship to you				
Address and postcode				
Contact number				
Email address				
When did you last work for them MM/YYYY				
May we contact them if you are shortlisted for interview	Yes		No	

**REFERENCE 3 HEADTEACHERS/SENIOR LEADERS POSITIONS ONLY**

Referee full name				
Organisation name				
Relationship to you				
Address and postcode				
Contact number				
Email address				
When did you last work for them MM/YYYY				
May we contact them if you are shortlisted for interview	Yes		No	

**DECLARATION**

**I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.**

Name in full	
Signature (physical)	
Date	