

	<p>THE PRESCOT SCHOOL (Part of The Heath Family Trust)</p> <p>APPLICATION FOR EMPLOYMENT FORM SUPPORT STAFF POSTS</p>	 <p>The Heath Family (NW) A Multi-Academy Trust Together in the Business of Learning</p>
	<p>As an equal opportunities organisation, applications for employment are welcomed from all sections of the community</p>	

Your application form should be typed or written in a black ink

<p>Application for the post of:</p> <p>[Insert Job Title]</p> <p>The Prescott School</p>	<p>Thank you for your application.</p> <p><i>Please return all parts of this and any supplementary forms to:</i></p> <p>The Prescott School Knowsley Park Lane Prescot Merseyside L34 3NB</p>
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PERSONAL DETAILS

Family Name (<i>BLOCK CAPITALS</i>)	Any Former Family Name(s) or Any Other Names you have been known by or are "known as" (<i>BLOCK CAPITALS</i>)
First Name(s) (<i>as shown on birth certificate</i>)	Known as
Preferred Title Mr/Mrs/Miss/Ms/Other (<i>delete as appropriate</i>)	Date of Birth
Current Address	Home Telephone No Mobile Telephone No Work Telephone No
Postcode	May we telephone you at work? YES / NO
E-Mail Address	National Insurance Number
How do you prefer to be contacted?	

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and workers to share this commitment

Letter / Email (<i>delete as appropriate</i>)	
Do you have an enhanced Disclosure & Barring Service (DBS) (formerly CRB) check YES/NO	Are you registered with the DBS Update Service? YES/NO

Are you an internal candidate? YES / NO	If YES, please give Employee number
If it is a requirement of the job for which you are applying that you are registered with a Professional Body, please confirm that you are currently registered? YES / NO	
If it is a requirement of the job for which you are applying that you are registered with a Professional Body, please confirm that you are currently registered? YES / NO	
Name of Professional Body (<i>if applicable</i>)	Professional Body Registration No (<i>if applicable</i>)

DRIVING OR CAR OWNERSHIP STATUS (*To be completed if a requirement on job description*)

Do you hold a current, full, valid, UK driving licence? YES / NO	Do you have a car available for work? YES / NO
Please state type of licence held (<i>delete as appropriate</i>) Full LGV PSV HGV	If your licence has any endorsements or penalty points, please give details

DETAILS OF EDUCATION AND QUALIFICATIONS (including current courses of study)

Please list, in chronological order, starting with the most recent, only those qualifications that are relevant to your application by referring to the job description. You will be required to provide documentary proof of all qualifications and grades you list on your application form.

Any offer of employment may be rescinded if you cannot provide such proof and you may be dismissed if having been appointed it later comes to the school's attention that evidence of qualification has been falsified or a false claim to having a particular qualification has been made.

Full address of Schools, Colleges or Universities attended	Dates Attended		Qualifications gained and name of awarding body	Grade Awarded	Date of Award MM/YYYY
	From MM/YYYY	To MM/YYYY			

RELEVANT TRAINING

Please list any recent course(s) or professional development you have undertaken which you consider to be relevant to the job and/or specified in the job description.

MM/YYYY	Organising Body	Course Title	Duration

CURRENT OR MOST RECENT EMPLOYMENT

Full name and address of current or most recent employer, including postcode	Job Title
	Present Basic Gross Salary £
	Present Salary Grade (<i>if applicable</i>)
	Additional Allowances or Payments £ Reason for Additional Allowances or Payments
Telephone no of current or most recent employer	Date Appointed (DD/MM/YYYY)
Period of Notice required by current employer or date left previous employment (DD/MM/YYYY)	Reasons for Leaving

PREVIOUS EMPLOYMENT AND EDUCATION HISTORY (in date order, starting with most recent)

Please state, in chronological order, starting with the most recent, your full employment and education history including voluntary work since leaving secondary education. If there are any periods of time that have not been accounted for, please comment upon them in this section. Any unexplained gaps in the chronological history may result in your application for employment not being considered.

(Use additional sheets if necessary and include your name and job vacancy title on each sheet).

Name and full address of employer	From DD/MM/YYYY	To DD/MM/YYYY	Post Held	Reason for Leaving/ Change/Gap

Have you ever accepted Voluntary Severance or Voluntary Early Retirement?
YES / NO

OUTSIDE INTERESTS RELEVANT TO THE JOB

Please state here any outside interests you have which are relevant to the job you have applied for, giving details of any organisations and dates.

STATEMENT IN SUPPORT OF YOUR APPLICATION

Please support your application by relating what experience, skills, knowledge and personal qualities, including, where applicable, commitment to safeguarding and promoting the welfare of children, young people or vulnerable adults, you can bring to this job. Please ensure that you relate your statement directly to the requirements outlined in the job description and that it is kept to two sides of A4.

REFERENCES

Please supply the names and contact details of two referees, **one of which** must be your present or most recent employer or, for students, your personal tutor or head teacher. **The second referee** should preferably be a previous employer or someone who can comment on your suitability for the job. References will **not** be accepted from relatives, in-laws, step-relations, friends or immediate work colleagues.

Please inform your referees that s/he may be contacted to provide a reference for you in respect of this specific application. References will only be requested if you are shortlisted for this post.

The school reserves the right to take up references with any previous employer before interview.

For posts involving working with children, young people or vulnerable adults:

If you are not currently working with children, young people or vulnerable adults, but have done so in the past, the second referee should be the employer who most recently employed you in a role working with children, young people or vulnerable adults.

If you currently work with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, your previous employer will be asked about these issues.

Current, previous or most recent employer*	Previous employer*/other
<p>Name and title ie Mr/Mrs etc</p> <p>Occupation</p> <p>Organisation</p> <p>Full address, including postcode</p> <p>Email Address</p> <p>Tel No</p> <p>Referee's preferred method of communication Letter / Email</p> <p>In what capacity does the referee know you?</p> <p>If this referee knew you by another name, please write name(s) below</p>	<p>Name and title ie Mr/Mrs etc</p> <p>Occupation</p> <p>Organisation</p> <p>Full address, including postcode</p> <p>Email Address</p> <p>Tel No</p> <p>Referee's preferred method of communication Letter / Email</p> <p>In what capacity does the referee know you?</p> <p>If this referee knew you by another name, please write name(s) below</p>
<p>A reference will be taken up from your present/most recent employer. Please mark the box with a cross if you do not want us to contact your referees without your prior agreement. Please note however, if this job involves working within children or vulnerable adults all references will be taken up prior to interview.</p> <p>Please do not contact my present/most recent employer <input type="checkbox"/></p>	

ARRANGEMENTS FOR INTERVIEW

Please tell us when you are not available for interview in the six weeks following the closing date for this post. This does not guarantee that we will be able to accommodate your needs, particularly where an interview date has already been stated.

If you have any personal relationship to any Governing Body Member, or employee of the school, please give their name and state relationship. Any approach to Governors or employees to influence a selection decision will disqualify you. This does not stop a Governor or employee providing a written reference for you.

NAME:

RELATIONSHIP:

CRIMINAL RECORDS AND BARRED LIST(S) CHECKS

Successful applicants may be required to obtain a satisfactory Disclosure and Barring Service (DBS) Enhanced Criminal Records and/or Barred List(s) Check. A copy of the DBS Code of Practice is available on request. Further information about the criminal records and barred lists checking process can be found at www.gov.uk

CONVICTIONS DISCLOSED WILL NOT NECESSARILY BE A BAR TO APPOINTMENT

I certify that the information detailed on this application form and any supplementary sheets is correct and that all the questions have been accurately and fully answered. I understand that providing false information is an offence and if I am appointed to the post applied for, any proven intentional falsification may be the subject of disciplinary action, which may result in my dismissal from the School and that the School may also refer me to my professional registration body, the DBS or the Police, if appropriate.

I acknowledge that it is my responsibility, if invited for interview, to disclose any information to the Interview Panel, which may affect the decision to allow me to work with vulnerable groups.

I agree that any information given on this application form can be processed for data protection purposes. If I am appointed to the post applied for, I agree to further personal information, including sensitive personal data (e.g., information about health, racial/ethnic origin, sexuality, bank account details, etc.) being held and processed by the School in accordance with data protection legislation.

I agree to the School making such other enquiries as it judges necessary to come to a view as to my suitability for appointment to the post for which I have applied. I agree to disclosures of personal data to the School by any person whose name I have given as a referee in relation to this application.

I understand the School may search its records, whether computerised or not, in order to ascertain whether there is any information held in those records which is relevant to my application for employment. I understand that the School will take any relevant information into account in deciding whether or not to appoint me to the post for which I applied.

I understand that the School has certain duties as a public body so may use the information provided on this application for employment form for the prevention or detection of crime, the apprehension or prosecution of offenders, or the assessment or collection of any tax or duty or of any imposition of a similar nature. This information may be shared, for the same purposes, with other public authorities.

Signature:

Date: 201

Please note that if you are submitting this form electronically and are called for interview, you will be required to sign this declaration at that time.



SUPPLEMENT TO APPLICATION FOR EMPLOYMENT FORM

CRIMINAL SELF DISCLOSURE AND BARRED LISTS FORM



The Heath Family (NW)
A Multi-Academy Trust
Together in the Business of Learning

STRICTLY CONFIDENTIAL

THIS FORM MUST BE COMPLETED FOR YOUR APPLICATION
FOR EMPLOYMENT TO BE CONSIDERED

You are required to disclose any 'unspent' convictions in line with The Rehabilitation of Offenders Act. This Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than two and a half years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, **do not apply**. You must therefore, disclose whether you have **ANY previous** convictions, cautions, reprimands or final warnings, **whether or not they are spent** and **any** other information that has a bearing on your suitability for the position applied for.

However, 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. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website – www.gov.uk/disclosure-barring-service

Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

Should you identify that you have a criminal record, this will be discussed in confidence at interview.

An Enhanced Criminal Records Check, with or without a check against the barred lists, will be sought in the event of you being successful in your application for employment.

APPLICATION FOR THE POST OF:		
JOB REFERENCE NUMBER:		
Have you ever been convicted by any court or tribunal or cautioned, reprimanded or given a final warning by the police or any enforcement authority (in any country)? YES / NO		
If YES, please give details of the offence(s), penalties and date(s).		
Offence	Date	Sentence

Are you aware of any police enquires undertaken following allegations made against you which may have a bearing on your suitability for this post? **YES / NO**

If Yes, please give details.

Please list any pending criminal actions or court hearings against you.

Are you disqualified from working with children, young people or vulnerable adults and/or included on any government lists barring you from working with children, young people or vulnerable adults or subject to sanctions imposed by a regulatory body such as the Social Care Council, Nursing and Midwifery Council or Health Professional Council or subject to conditions imposed on you in relation to working with children, young people or vulnerable adults?
YES / NO

Name (Block Capitals)			
Signed		Dated	

NOTE TO APPLICANT:

- 1. Failure to disclose any conviction, cautions, reprimands, final warnings or impending criminal actions or court hearings, may result in your application for employment being rejected or, if appointed, your dismissal from the school or disciplinary action being taken against you.**
- 2. If successful, in addition to this self-disclosure, you will be required to obtain a satisfactory Disclosure and Barring Service (DBS) check with or without a check against the barred lists, the cost of which will be met by the school. A copy of the DBS Code of Practice is available on request. Further information about the Disclosure process can be found at www.gov.uk/disclosure-barring-service-check**
3. If between completion of this application form and taking up employment with the school, you are convicted of a criminal offence, you must inform the school immediately.
4. If you are shortlisted and have submitted your application electronically, you will be required to sign a Declaration at a later date that the information you have given on your application form, any supplementary sheets or forms is true and correct at the time of completion.
5. If you have lived overseas, you will be required to apply to the Embassy of the country you resided in for a certificate of good conduct/extract from criminal records, the cost of which you will be required to meet.

INSTRUCTIONS TO INTERVIEWING OFFICER:

1. If the Application for Employment Form was received electronically, please ensure that, if called for interview, the applicant makes the declaration as stated above in "Note to Applicant". Also ensure that the applicant signs the Application for Employment Form.
 2. This supplement to the Application for Employment Form **MUST** be issued to applicants for any post that is subject to Disclosure and Barring Service checks.
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