

Internal use only
Reference no:
Date received:
Invite for interview Yes/No

DNEAT Employment Application Form: Support

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

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. All appointments are subject to a pre-employment medical check and a six-month probationary period. Please complete the form in black ink or type. CVs are not accepted.

Vacancy Job Title	
Please state where you heard of this vacancy	

Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING

INITIALS _____ SURNAME OR FAMILY NAME _____

1. LETTER OF APPLICATION

(Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application)

2. CURRENT / MOST RECENT EMPLOYMENT:

Name, address of employer	
Job title <i>(Please enclose a copy of the job description if possible)</i>	
Date appointed to this post	
Current salary	
Date available to begin new job	

3. FULL CHRONOLOGICAL HISTORY

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name & address of school and/or employer, or description of activity	Number on roll and type of school, if applicable	F/T or P/T	Dates				Reason for leaving
				From		To		
				Month	Year	Month	Year	
1								
2								
3								
4								
5								

Please enclose a continuation sheet if necessary

4. SECONDARY EDUCATION & QUALIFICATIONS (e.g. GCSE)

Name of school/college	From	To	Qualifications gained

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5. FURTHER OR HIGHER EDUCATION

Please provide details of any recognised qualifications or courses attended which are relevant to the job application

Name of FE College or University and/or university education departments/ Awarding Body	Dates		Full or Part time	Courses/subjects taken and passed	Date of examination and qualifications obtained	Age group for which trained
	From	To				

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6. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

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7. REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in 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. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First referee

Title & Name	
Address and post code	
Telephone number	
Email address	
Job Title	

Relationship to applicant	
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I consent to this reference being requested before interview

Yes ☐ No ☐

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

I consent to this reference being requested before interview

Yes ☐ No ☐

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Part 2.

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

8. PERSONAL INFORMATION

1	Surname or family name	
2	All forenames	
3	Title	
4	Current Address	
5	Postcode	
6	Home telephone number	
7	Mobile telephone number	
8	Email address	
9	DfE Reference Number	
10	Do you have a current full clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Do you require sponsorship (previously a work permit)?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If YES please provide details separately</i>
12	Are you a communicant of a Church?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please state which Church..</i>

9. **COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS**

It is the School's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](#).

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

10. **DATA PROTECTION**

The information collected on this form will be used in compliance with the Data Protection Regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors/Trustees, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record.

11. **NOTES**

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection

of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

12. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 14 above, and in particular that checks may be carried out to verify the contents of my application form

Signature of Applicant

Date

Print Name

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PART 3. EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Regulations.

Ethnic Group	Workforce Census Code		Please Tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	WIRT	Traveller of Irish Heritage	
	WROM	Gypsy/Roma	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Black-Caribbean	
	BAFR	Black-African	
	BOTH	Other Black background	
Other ethnic group	ARAB	Arab	
	CHNE	Chinese	
	OOTH	Any other ethnic group	
Prefer not to say	REFU	Refused/Prefer not to say	

Religion	Please Tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion <i>write in:</i>	
Prefer not to say	

Sexual Orientation	Please Tick
Bi-sexual	
Gay Man	
Gay Woman	
Heterosexual	
Other	
Prefer not to say	

Personal Relationship	Please Tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Disability		Please Tick
Do you consider yourself to have a disability?		
Yes Please complete the grid below		
No		
Prefer not to say		
My disability is:		
Physical Impairment		
Sensory Impairment		
Mental Health Condition		
Learning Disability/ Difficulty		
Long standing illness		
Other		
Prefer not to say		

Gender	Please Tick
Female	
Male	
Transgender	
Prefer not to say	