

Confidential Application form

The information given on this form will be treated in confidence. Any offer of employment will be subject to regulatory requirements including an Enhanced DBS check, satisfactory references and documentary evidence showing your entitlement to work in the UK.

We are obliged to state that it is an offence to apply for a role which involves engaging in regulated activity relevant to children if an applicant is barred from doing so.

In line with the government's regulatory guidance, an online search will be considered and in the event of a decision to conduct an online search, the candidate will be expected to cooperate with it as appropriate.

So that we compare candidates fairly, this form is the only document we consider when screening applications.

Position applied for:

How did you hear about this vacancy:

PERSONAL DETAILS

Title: Mrs/Miss/Ms/Mr/Dr/Other:

Full Forename(s):

Surname:

Previous Name(s):

Address:

Postcode:

Home Telephone Number:

Mobile Telephone Number:

Email address:

ASYLUM AND IMMIGRATION ACT 1996 - National Insurance No. (please complete)	
If no NI number is available, do you have evidence of your entitlement to live and work in the UK?	YES/NO (please circle appropriate)
Please confirm you have 'Right to Remain' and 'Right to work in the UK'	YES/NO (please circle appropriate)
TEACHERS REGISTRATION NO. – if applicable:	
RELATIONSHIPS WITH STAFF: do you know any existing employees within our schools or any directors of Cavendish Education Limited?	YES/NO (please circle appropriate) If yes, please state how they are known to you:
DISABILITY DISCRIMINATION ACT 1995 - Do you have any disability or health condition for which you think you may require support from your employer?	YES/NO (please circle appropriate) If yes, please provide further details.

Please give details of Secondary qualifications including GCSEs and A Levels or equivalent vocational courses & Higher Education.

SECONDARY EDUCATION

School/College Attended:
From/To (include Month and Year):
Qualifications/with grades:

HIGHER EDUCATION

University/College Attended:
From/To (include Month and Year):
Qualification(s) obtained:
Any other professional or vocational qualifications
Name of Awarding Body:
Date From/To (include Month and Year):
Qualifications/with grade/level:

IT SKILLS – please tick to show your level of ability:

	Basic	Competent	High
Google suite			
Other (please give details)			

Full Employment History (please identify gaps in employment)

Please complete details of your present/most recent employment as requested below and previous employment. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

PRESENT/MOST RECENT EMPLOYMENT

Title of present post:	
Employer's Name and Address:	
Telephone Number:	
E-mail address:	
Employed from (month and year):	Employed to (month and year):
Present salary £	Scale/Point:
Additional Allowances - please specify category:	
Please give a brief description of current duties, responsibilities and achievements:	
Reason for Leaving:	

PREVIOUS EMPLOYMENT with explanation of any gaps

In chronological order, continue on a separate sheet if necessary. **Please note:** Any gaps in employment history will be explored at interview.

1- Name and Address of Employer:

From/To (include Month and Year):	
Job Title and main responsibilities:	
Salary:	Full Time/Part Time:
Reason for leaving:	
2 - Name and Address of Employer:	
From/To (include Month and Year):	
Job Title and main responsibilities:	
Salary:	Full Time/Part Time:
Reason for leaving:	
3 - Name and Address of Employer:	
From/To (include Month and Year):	
Job Title and main responsibilities:	
Salary:	Full Time/Part Time:
Reason for leaving:	
4 - Name and Address of Employer:	
From/To (include Month and Year):	
Job Title and main responsibilities:	
Salary:	Full Time/Part Time:
Reason for leaving:	
5- Name and Address of Employer:	
From/To (include Month and Year):	
Job Title and main responsibilities:	
Salary:	Full Time/Part Time:
Reason for leaving:	

Explanation of gaps (if necessary)

PERSONAL STATEMENT

Using the Job Description that you have been sent with your Application Pack, please demonstrate (in no more than 1000 words) using examples your suitability for the position you are applying for. Please include your reasons for applying and interest in this position

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REFEREES

- Please supply the names and contact details of **two referees** who can comment on your suitability for this position.
- One reference must be provided by your current employer and the referee provided must be a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal)
- If you are not currently employed we require a referee from your most recent relevant period of employment
- If you are not currently working with children but have done so in the past, the second referee must be the employer by whom you were most recently employed in work with children.
- References will not be accepted from relatives or persons who only know you as a friend.
- Where this information is not given we reserve the right to contact your current/most recent employer directly.
- If you are currently, or have in the past, worked with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

1 - Name:	Position:
In what capacity do you know the referee:	
Name of organisation:	
Address:	
Postcode:	
Daytime Tel Number:	Fax Number:
Email:	
2 - Name:	Position:
In what capacity do you know the referee:	
Name of organisation:	
Address:	
Postcode:	
Daytime Tel Number:	Fax Number:
Email:	

All references are verified with a telephone call.

PERSONAL DECLARATIONS

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

You are therefore required to declare below any convictions you may have even if they would otherwise be regarded as "spent" under the Rehabilitation of Offenders Act, including any bind-overs and cautions. You should also list any pending prosecutions.

Have you **EVER** been convicted or bound over at court or cautioned by the police for **ANY** offence or, do you have a prosecution pending?

YES

NO

If **YES** please provide details separately of the pending prosecutions, convictions, cautions, warnings and bind-over orders, including the approximate date, the offence, and court or police force, which dealt with the offence. Return this with your application in a sealed envelope marked 'Confidential Disclosure'.

Failure to declare a conviction, caution, warning, bind-over or pending prosecution, may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

DATA PROTECTION ACT

For the purpose of the Data Protection Act 2018, I consent to the information contained in this form and any information received by or on behalf of Cavendish Education Ltd, relating to the subject matter of this form, being processed by them in administering the recruitment process

If you are appointed, the information will form part of your personnel record and may be used by Cavendish Education Ltd for business purposes including the prevention and detection of fraud. If you are appointed, the foregoing information will be stored on the computer files of a personnel information system.

SELF DECLARATION

I hereby declare to the best of my knowledge and belief that:

- 1) I am not on the Children's Barred List.
- 2) I have never been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad.
- 3) No orders have been made against me relating to my care of children.
- 4) I have never had any registration cancelled in relation to childcare or children's homes or have ever been disqualified from private fostering.

I declare that the information I have given on this form is complete, accurate and true and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the

withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.

I have read the above statements and clearly understand that failing to declare any of the above may result in summary dismissal from my position.

Please complete in **BLOCK CAPITALS:**

SURNAME:	FORENAME(S):
SIGNED:	DATE:

I understand that if my application is successful I will be required to obtain an Enhanced Disclosure & Barring Service Check (DBS).

Sign to confirm you understand the above statement:
