Confidential Application form

NOTICE FOR APPLICANTS

DATA PROTECTION

Throughout this application form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

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

Further information on how we use your personal data is in our workforce privacy notice.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

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

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 be disclosed on a DBS certificate. For posts involving regulated activity, the DBS check will include a barred list check. It is a criminal offence to seek or undertake regulated activity if you are included on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

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

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. If you've lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with safer recruitment requirements.

Only applicants who have been shortlisted will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable for the position. We conduct online searches of shortlisted candidates as part of our due diligence checks. You will be given the opportunity to discuss any concerns that arise from these searches. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

RIGHT TO WORK IN THE UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. Cavendish Education is not obliged to offer Skilled Worker visa sponsorship. Eligibility for sponsorship, where available, depends on the role and compliance with UK immigration requirements.

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:

RIGHT TO WORK Do you have a legal right to work in the UK?	YES/NO (please circle appropriate)
Will you require sponsorship now or in the future to work in the UK?	YES/NO/Not applicable (please circle appropriate)
TEACHERS REGISTRATION NO. (if applicable):	
RELATIONSHIPS WITH STAFF: are you related to or do you have any kind of relationship with any existing employees or directors of Cavendish Education Limited, or its schools?	YES/NO (please circle appropriate) **If yes, please give name(s) and details of the relationship:**

Full Education History

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

SECONDARY EDUCATION

School/College Attended:
From/To:
Qualifications/with grades:

HIGHER EDUCATION

University/College Attended:
From/To:
Qualification(s) obtained:
Any other professional or vocational qualifications
Name of Awarding Body:
Date From/To:
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 provide details of your present/most recent employment and previous employment. Please include any part time or voluntary employment. Continue on a separate sheet if necessary. As part of safer recruitment processes, you will be asked for further details regarding any gaps in your employment history that aren't accounted for through your education. Any gaps will be explored at the interview and further information may be required throughout the selection process.

PRESENT/MOST RECENT EMPLOYMENT

Title of present (or most recent) post:	
Employer's Name and Address:	
Telephone Number:	
E-mail address:	
Employed from (MM/YYYY):	Employed to (MM/YYYY):
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

In chronological order, continue on a separate sheet if necessary.

1- Name and Address of Employer:	
Employed from (MM/YYYY):	Employed to (MM/YYYY):
Job Title and main responsibilities:	
Salary:	Full Time/Part Time:
Reason for leaving:	

2 - Name and Address of Employer:	
Employed from (MM/YYYY):	Employed to (MM/YYYY):
Job Title and main responsibilities:	
Salary:	Full Time/Part Time:
Reason for leaving:	
3 - Name and Address of Employer:	
Employed from (MM/YYYY):	Employed to (MM/YYYY):
Job Title and main responsibilities:	
Salary:	Full Time/Part Time:
Reason for leaving:	
4 - Name and Address of Employer:	
Employed from (MM/YYYY):	Employed to (MM/YYYY):
Job Title and main responsibilities:	
Salary:	Full Time/Part Time:
Reason for leaving:	

GAPS IN EMPLOYMENT, EDUCATION OR TRAINING

Dates	Reason for gap

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.
- We may seek additional references beyond those initially requested if we consider this necessary to assess your suitability for the role. This may include circumstances where you have had multiple short-term roles, significant gaps in employment, or have not worked with children for an extended period.
- All references will be verified with a telephone call.

Reference 1			
Title:	First name:	Surname:	Position:
In what capacity do you know the referee:			
Name of organisation:			
Address:			
Postcode:			
Daytime Tel Number:			
Email:			
We obtain references before the interview wherever possible. Please indicate below whether you give permission for us to contact this referee before interview *(delete as appropriate)*: ● YES, I give permission for this reference to be requested before the interview. ● NO, I do not give permission at this time (references will be requested after a conditional offer is made).			
Reference 2			
Title:	First name:	Surname:	Position:
In what capacity do you know the referee:			
Name of organisation:			
Address:			
Postcode:			
Daytime Tel Number:			
Email:			

We obtain references before the interview wherever possible. Please indicate below whether you give permission for us to contact this referee before interview *(delete as appropriate)*:

- YES, I give permission for this reference to be requested before the interview.
- NO, I do not give permission at this time (references will be requested after a conditional offer is made).

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 your interest in this position

PERSONAL DECLARATIONS

Please read through the declaration statements below carefully.

I declare that:

Accuracy of information: The information I have provided in this application form is true, complete and accurate to the best of my knowledge. 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.

Right to work: I confirm that I have the right to work in the United Kingdom, or have provided full details of my sponsorship requirements.

Safeguarding awareness: I understand that:

- This post is exempt from the Rehabilitation of Offenders Act 1974.
- An enhanced DBS check (including barred list check where applicable) will be required.
- It is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children.
- If shortlisted, the school may carry out online searches as part of due diligence checks.

Data protection: I have read and understood the privacy notice provided and consent to the processing of my personal data for recruitment purposes.

References: I authorise the school to approach the referees I have named, as indicated in the references section, and to verify information with them.

Shortlisting: If shortlisted, I understand that I will be required to complete a self-declaration form of my criminal record and any sanctions that might make me unsuitable for this role. If shortlisted, I understand that I can notify the school to request any reasonable adjustments in order to attend an interview.

Please complete in **BLOCK CAPITALS:**

SURNAME:	FORENAME(S):
SIGNED:	DATE: