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| **A MELROSE EDUCATION SCHOOL APPLICATION FORM** | | | |
| ***Please complete this application electronically where possible. If completing by hand, and you require more space to answer a question, please attach additional sheets, referencing the section of your application the attachment applies to. All fields in this form must be completed fully, and the form signed and dated for your application to be accepted.*** | | | |
| **DATA PROTECTION NOTICE** | | | |
| Full completion of this form, which is a requirement of your application being accepted, requires us to collect personal data about you. Your data will be collected, stored, and deleted (where applicable) in line with General Data Protection Regulations 2018. We will process your data only with your consent, and where we are required to do so to comply with our legal obligations. A copy of our GDPR policy is available upon request. | | | |
| **DETAILS OF VACANCY** | | | |
| **Application for the post of** | |  | |
| **School name:** | |  | |
| **Start date availability** | |  | |
| **Where did you hear about this vacancy?** | |  | |
| **WERE YOU INTRODUCED TO OUR COMPANY BY AN EXISTING MEMBER OF OUR STAFF?** | | | |
| **If so, who?** | | | |
| **PERSONAL DETAILS** | | | |
| Title: | First name(s): | | Surname: |
| Preferred name/known as: | Preferred pronoun: | | Previous surnames: |
| Home address: | | Home telephone: | |
| Post code: | | Mobile number: | |
| Email address: | | D.O.B. (not mandatory): | |
| Do you have a current valid UK driving licence? Y/N | | | |
| National Insurance No: | | | |
| Next of Kin – please supply name, relationship, and contact number: | | | |
| In order to comply with the Asylum and Immigration statutory legislation, please state whether or not you have been a permanent UK resident for the last three years: Y/N  If no, state date of entry into UK:  Do you require a work permit: Y/N, if YES please submit the relevant paperwork to the school.  Do you have the right to work in the UK? Y/N  If yes, please state on what basis and provide further documentation:  ☐ UK citizen  ☐ EU settled status  ☐ Skilled worker visa  ☐ Graduate visa  ☐ Youth mobility visa  ☐ Other – please provide full details in the box below | | | |
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| **RELATIONSHIP TO THE SCHOOL** | | | |
| Please list any personal relationships that exist (or existed) between you and any of the following members of the school community:   * Directors * Staff * Learners * Parents * Professional Partners   If you have a relationship with a director or employee, this does not necessarily prevent them from acting as a referee for you. | | | |
| Name | Relationship | | Role at School |
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| **DISCLOSURE AND BARRING SERVICE RECRUITMENT CHECKS** | | | |
| W*e are legally obliged to process an enhanced Disclosure and Barring Service (DBS) certificate before making appointments for relevant posts.*  *The DBS certificate will reveal unspent convictions or cautions, spent cautions or convictions that would not be filtered and any other information held by local police that is considered relevant to your suitability for the role.*  *Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013, 2020 & 2023) will not appear on a DBS certificate and cannot be taken into account by potential employers. You can find more information about spent / unspent convictions and filtered or protected offences on the* [*Ministry of Justice website*](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)*.*  *For posts in regulated activity, the DBS check will include a children’s barred list check.*  *It is an offence to seek employment in regulated activity if you are on the children’s barred list.* | | | |

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| **DISCLOSURE OF CRIMINAL CONVICTIONS** | | | | |
| The position for which you are applying is exempt from the Rehabilitation of Offenders Act 1974. This means that, if you are shortlisted, you are required by law to disclose all unspent cautions and criminal convictions and any criminal offences that would not be filtered. Shortlisted candidates will be provided with a criminal / suitability self-disclosure which must be returned to us prior to interview. Any relevant information disclosed will be discussed with the candidate at interview. | | | | |
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| *If you are charged with or convicted of an offence, at a later date, during your application process, you must inform us immediately.*  *I certify that, to the best of my knowledge, the information entered on this application form is factually correct and I understand that any false information may result in my application being removed from the recruitment process or in the event of employment, result in disciplinary action which could include dismissal.* | | | | |
| **CURRENT EMPLOYMENT, PLEASE COMPLETE IN FULL** | | | | |
| **Start date (MM/YYYY)** | **Name and address of employer** | **Position held (please include brief outline of duties)** | **Current Salary** | **Reason for leaving (and date of leaving if known)** |
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| **PREVIOUS EMPLOYMENT, PLEASE COMPLETE IN FULL** | | | | |
| **Start date (MM/YYYY)** | **Name and address of employer** | **Position held (please include brief outline of duties)** | **Leave Date (MM/YY)** | **Reason for Leaving** |
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| **GAPS IN EMPLOYMENT, PLEASE COMPLETE IN FULL** | | | | | | | | |
| *Please provide details of any gaps in your employment since leaving full time education and provide the reasons for these gaps. If there are no gaps, please state N/A* | | | | | | | | |
| **Start date (MM/YYYY)** | **End date (MM/YYYY)** | | | **Reason for employment gap** | | | | |
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| **EDUCATION AND QUALIFICATIONS** | | | | | | | | |
| *Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications.* | | | | | | | | |
| **Dates attended (month and year)** | | | **Name and location of school/college/university** | | | | **Qualifications gained (including grades, awarding body and date of award)** | |
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| **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** | | **Length of course** | | | **Course title** | **Qualification obtained** | | **Course provider** |
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| **TEACHER STATUS** | | | | | |
| Teacher reference number | | |  | | |
| Do you have QTS? | | |  | | |
| QTS certificate number (if applicable) | | |  | | |
| Date of qualification | | |  | | |
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| **ADDITIONAL INFORMATION** | | | | | |
| *Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.* | | | | | |
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| **REFERENCES** | | | | | |
| *Please provide the names of three people who can comment on your suitability for this post.*  *One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee. The school reserves the right to seek any additional references we deem appropriate. Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.**If either of your referees knows you by a different name, please state*  *If you do not wish us to contact your current employer referee without your prior agreement, please tick this box:* ☐ | | | | | |
| **Name** | **Relationship to you** | **Address and post code** | **Contact number** | **Email address** | **Current employer (Y/N)** |
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| **PLEASE NOTE, SHOULD YOU BE SHORTLISTED, WE WILL CARRY OUT AN ONLINE SEARCH OF YOUR PUBLIC SOCIAL MEDIA BEFORE AN OFFER OF EMPLOYMENT IS MADE.** |

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| **DATA PROTECTION** | | |
| *We have a duty to abide by the GDPR 2018 and, as such, require your explicit consent to contact you about any information contained in this application and during your employment, if appointed. If you leave a section blank, we will assume this means no.* | | |
| If you do not proceed with this employment application, would you like all of your details removed from our database so there is no future contact? | | Y/N |
| Please confirm if you wish your details to remain on our database if you are unsuccessful at interview at this stage? | | Y/N |
| Please confirm if you wish your details to remain on our database if you are successful at interview stage and then subsequently leave our employment? | | Y/N |
| Please confirm if we can contact you about training or other employment opportunities? | | Y/N |
| Please confirm that we can give a reference for you on request from either a letting agency, new employer, training provider or other? | | Y/N |
| If you are successful in your application, can we contact you to ask you to complete a survey as part of our employee feedback process? | | Y/N |
| **DECLARATION** | | |
| ***FAILURE TO COMPLETE THIS DECLARATION WILL RESULT IN YOUR APPLICATION BEING WITHDRAWN*** | | |
| The information that you provide on this form, and that obtained from relevant sources, will be used in the administration of your employment. The personal information that you give us will be used in a confidential manner to help monitor and implement our safer recruitment process. We may also use the information if there is a complaint or legal challenge relevant to this safer recruitment process. We will check the information collected with third parties or with other information held by us. We may also pass information to third parties to prevent or detect crime, to protect public funds or in any other way permitted by law, including as part of the Enhanced DBS process and or annual renewal service. By signing this application form you declare you understand that the information provided will be retained in a secure and confidential manner and agree to the processing of sensitive personal data (as detailed previously) in accordance with GDPR 2018. | | |
| As part of signing this declaration, you also agree to Melrose Education Limited, or one of its subsidiary companies/schools, checking your suitability to work with children. You also agree to provide the relevant documents to apply for an Enhanced Disclosure Certificate. Please read this statement before signing:  ***I declare that all information provided on this application form is true and correct and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions that would impact my employment. I understand that to knowingly give false information, or to omit to any relevant information, will result in my application being withdrawn from the recruitment process, or could result in the withdrawal of any offer of employment, or if I am in employment already, this may result in disciplinary action, including dismissal and possible criminal prosecution.***  ***By signing and accepting, I agree that this signature will be an electronic representation of my signature for all purposes when I use them on documents, including legally binding contracts*** | | |
| Name: |  | |
| Signature: |  | |
| Date: |  | |

**LETTER OF APPLICATION**

Please attach an accompanying letter 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 / role analysis.

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

A Curriculum-Vitae may be attached to this application form; however, this will not replace essential details/criteria within the application form. An interview cannot proceed without the completed Application Form.

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| **DISABILITY AND ACCESSIBILITY** |
| *The school is 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 adjust or plan to assist if you are called for an interview, please state the arrangements you require.* |
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| **EQUALITIES MONITORING** | | | |
| *We are bound by the Equality Act 2010 to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective, and whether we are complying with relevant legislation, we need to know the following information.*  *This information* ***will not*** *be used during the selection process. It will be used for monitoring purposes only.* | | | |
| What is your date of birth? | |  | |
| What gender do you identify as? | |  | |
| What gender were you assigned at birth? | |  | |
| What is your legal gender marker as held by HMRC? | |  | |
| How do you identify your sexual orientation? | |  | |
| Do you identify as trans? Y/N | |  | |
| **How would you describe your ethnic origin?** | | | |
| **White**  ☐ British  ☐ Irish  ☐ Gypsy or Irish Traveller  ☐ Any other White background  **Asian or British Asian**  ☐ Bangladeshi  ☐ Indian  ☐ Pakistani  ☐ Chinese | **Black or Black British**  ☐ African  ☐ Caribbean  ☐ Any other Black background  **Mixed**  ☐ White and Asian  ☐ White and Black African  ☐ White and Black Caribbean  ☐ Any other mixed background | | **Other Ethnic groups**  Arab  ☐ Any other ethnic group  ☐ Prefer not to say |

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| **What is your religion or belief?** | | | |
| ☐ Agnostic  ☐ Atheist  ☐ Buddhist  ☐ Christian  ☐ Hindu | ☐ Jain  ☐ Jewish  ☐ Muslim  ☐ No religion | | ☐ Other  ☐ Pagan  ☐ Sikh  ☐ Prefer not to say |
| **Pregnancy and maternity** | | | |
| Are you pregnant? | | Have you given birth in the last 12 months? | |
| ☐ Yes  ☐ No  ☐ Prefer not to say | | ☐ Yes  ☐ No  ☐ Prefer not to say | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | |
| ☐ Yes  ☐ No  ☐ Prefer not to say | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other.’** | | | |
| ☐ Physical impairment  ☐ Sensory impairment  ☐ Learning disability/difficulty  ☐ Long-standing illness  ☐ Mental health condition  ☐ Developmental condition  ☐ Other | | | |
| **Any Other Comments** | | | |
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