**East Hall School**

**Application form**

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| **Name of school applying for** | East Hall School |
| **Role applying for** |  |

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| Full time | Part time | Fixed Term Contract |

*Delete as applicable (or make bold and underline)*

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| **Personal Details** | |
| Title: | First Name: |
| Middle name (s): | Surname: |
| Any previous Surnames used and dates to and from: |  |

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| Full address:  From: To:  If you have lived at the above address less than 5 years, please list all addresses below with the dates you lived at these addresses.  Address:  From: To:  Address:  From: To:  Address:  From: To: |

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| Contact Numbers (Landline and/ or mobile) | Daytime | Evening |

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| Email address: |  | |
| National Insurance Number: | |  |
| Do you have a Full UK driving License? (Manual or Automatic?) | |  |
| Do you have access to your own car? | |  |
| Do you have QTS? If Yes please state your QTS number: | | Yes / No QTS number: |

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| Have you had a previous DBS application? DBS Number:  Are you on the update system? |

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| **Private and Confidential- Rehabilitation of Offenders Act 1974** | | |
| An employer’s ability to make employment decisions based on an individual’s past criminal convictions is governed by the Rehabilitation of Offenders Act 1974. The Act specifies that after certain periods of time anyone who has been convicted of a criminal offence and who has served their sentence be not obliged to disclose past convictions. Any offender whose conviction has become ‘spent’ is known as a ‘rehabilitated’ person. However there are certain convictions, depending on the nature of the punishment received and the age of the offender, for which a person can never become rehabilitated. These are outlined in Section 5 of the 1974 Act.  There is however exceptions to these entitlements where the non-disclosure of past convictions in certain professions and employments would cause wider public concern. These exceptions are contained in the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975/2001. By virtue of this Order potential employees for the following exempted occupations listed are legally obliged to disclose all past spent or unspent convictions:   * Registered teacher * Employment or other work which is concerned with the provision care services to vulnerable adults and where the worker has access to such adults in the course of his/her duties * Work in a ‘regulated position’ (covers wide range of jobs involving or in connection with children or vulnerable adults and work at establishments where these groups are present) or work in a further education institution where normal duties involve regular contact with persons under 18 years. * Other (employer to specify). ………………………………………………………….   The above list is not exhaustive and merely refers to areas of work that may be relevant to the Company’s business.  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 website  Any information given will be treated confidentially and only considered in relation to the post for which you are applying. | | |
| Please declare (in the space below) whether you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf> | | |
| **Date** | **Offence** | **Sentence/ Order/ Caution** |
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| **Statement** |
| In the event that you are offered the appointment it will be subject to a DBS check (enhanced), Standalone barred check, prohibition from teaching check and social media check being made before the appointment can be confirmed. If a management position is being applied for a section 128 check will also be made. Failure to agree to such checks being made will mean that your application cannot be considered. Any information provided will be treated as strictly confidential and used only in consideration of your suitability for appointment.  **STATEMENT OF APPLICANT**  Any information I have provided above is full and accurate. I hereby agree to be the subject of a DBS check / standalone barred check, prohibition from teaching check and social media check if offered the appointment.  Signed:  Print Name:  Date: |

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| **Permission to work in the UK** |
| The Asylum and Immigration 1996 is intended to ensure that only those people legally entitled to live and work in the UK are offered employment. Under Section 8 of the Act it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:   1. That person has current and valid permission to be in the UK and that permission does not prevent him or her from taking the job in question, or 2. Asylum seekers who have been given written permission to work, or 3. Those appealing against a refusal of an application for further permission to stay. They will have letters from the Home Office confirming that they can be legally employed.   In order to comply with the Act you will be asked to produce **one** of the documents listed below if you are offered employment. This is to check the immigration status of all successful applicants. A copy of the document will be kept on your personnel file.   * British certificate or a passport showing the holder to be a British citizen * Passport or identity card of the European Economic Area * Passport or other travel document endorsed to show that the holder is authorised to work in the UK * Certificate of registration or naturalisation as a British citizen   Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?  If YES then please give details below;  If you are successful in your application for a role at East Hall School, would you require permission to work in the UK?  Please supply details of any visa currently held, including number, start and expiry date;  Visa No:  Start date:  Expiry date:  Does your visa have a condition restricting employment or occupation in the UK?  Details of any restriction:  I confirm that, to the best of my knowledge, the information contained in this form is true and correct. I understand that if it is subsequently discovered that any statement is false or misleading, the company has the right to dismiss me from my employment.  If you have submitted this form electronically, i.e. without a signature, you will be assumed to have accepted the above declaration.  Signed:  Print name:  Date: |

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| **Working Time Directive** |
| If you were offered the position at East Hall School, do you intend on working elsewhere? If so, please provide details; |

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| **Disability Discrimination Act 1985 and 2005** |
| The Disability Discrimination Act protects Disabled people. The Disability Discrimination Act defines disability as a physical or mental impairment with long term, substantial effects on the ability to carry out normal day to day activities. This includes people with long term health conditions. If you tell us you have a disability we can make reasonable adjustments for your interview and your workplace.  Do you consider yourself to have a disability?  I do not wish to discuss further  Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply then please mark other.   1. Physical b. Sensory c. Mental Health d. Learning Disability/ difficulty   e. Long standing illness f. Other  If YES, please describe your impairment/ disabilities and;   1. Any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out this job |

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| **References** |
| Please supply the names and address of two referees. One **must** be from you last/ current employer or from your college or school. References from relatives and friends **will not** be accepted.  Can references be contacted prior to interview? YES/ NO |
| **Reference 1 (Please ensure this is your current or last employer or your school/ college):**  Name of Organisation:  Name of individual:  Position: Director  Address:  Contact email:  Contact Number: |
| **Reference 2:**  Name of Organisation:  Name of individual:  Position: Head  Address:  Contact email:  Contact Number: |

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| **Previous Employment** |
| Please give details of all your employment history with the most recent first, ensuring any gaps are explained. Continue on a separate sheet if necessary. |
| 1. Present/ Previous Employer:   Type of Business:  Address:  Postcode:  Job Title: Salary:  Start date: Finish Date:  Reason for leaving:.  Brief duties and responsibilities; |
| 1. Previous Employer:   Type of Business:  Address:  Postcode:  Job Title: Salary:  Start date: Finish Date: Reason for leaving:  Brief duties and responsibilities; |
| 1. Previous Employer:   Type of Business:  Address:  Postcode:  Job Title: Salary:  Start date: Finish Date:  Reason for leaving:  Brief duties and responsibilities; |
| 1. Previous Employer:   Type of Business:  Address:  Postcode:  Job Title: Salary:  Start date: Finish Date:  Reason for leaving:  Brief duties and responsibilities; |
| If you have any gaps in your employment history then please explain here;  Other previous roles: |

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| **Education and Training** |
| Please list your full education background, with the most recent first and dates attended |
| 1. School/ College/University Name:   Subject studied:  Qualifications gained and date achieved:  Start date: Finish Date: |
| 1. School/ College/University Name:   Subject studied:  Qualifications gained and date achieved:  Start date: Finish Date: |
| 1. School/ College/University Name:   Subject studied:  Qualifications gained and date achieved:  Start date: Finish Date: |
| 1. School/ College/University Name:   Subject studied:  Start date: Finish Date: |
| Please list any other relevant training and courses completed, with achievement dates below; |

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| How did you hear about this role? |
| Do you have a close relationship with anyone already working for East Hall School?  If YES then please give details below; |

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| **Personal Statement** |
| Our ethos is to provide outstanding care and education for our students, please tell us about you as an individual, what you enjoy doing and why you think this role will suit you? How will you inspire and motivate? Help children and young people to achieve positive outcomes? (Maximum 500 words) |
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| **Declaration** |
| I declare that the information in my application is true and I acknowledge that, if appointed, any false information or deliberate omissions later discovered may lead to the termination of employment.  Signed:  Print Name:  Date:  Please return your completed form to: Laura@easthallschool.org |

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| **Continuation sheet (if required)** |
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***Please be aware that incomplete applications will not be considered***