|  |  |
| --- | --- |
| **SECTION 1 – POSITION APPLIED FOR** | |
| Position: |  |
| Location: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 2 – PERSONAL DETAILS** | | | |
| Title: |  | Known as: |  |
| Surname: |  | Forename: |  |
| Date of birth: |  | National Insurance No: |  |
| Full Address: |  | | |
| Home Telephone No: |  | Mobile Telephone No: |  |
| Email address: |  | | |
| Teacher’s reference: |  | | |
| Names previously known by if applicable: | |  | |

|  |  |  |
| --- | --- | --- |
| **SECTION 3 – EDUCATION**  Please include all education since and including secondary school. | | |
| Institution(s) attended | Date (DD/MM/YYYY) | Qualifications gained including grades |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION 4 – PROFESSIONAL TRAINING & DEVELOPMENT**  Please include details of any relevant training or staff development. | | |
| Name of training provider | Date (DD/MM/YYYY) | Course completed |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 5 – CURRENT EMPLOYMENT** | | | |
| Employer’s Name: |  | | |
| Position held: |  | | |
| Notice period: |  | Grade / Salary: |  |
| Reason for leaving: |  | | |
| Description of duties and responsibilities: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 5 – PREVIOUS EMPLOYMENT**  Please include a full employment history, since leaving education. | | | |
| Employer’s name: |  | Position held: |  |
| Date started: |  | Date ended: |  |
| Grade / Salary: |  |  | |
| Reason for leaving: |  | | |
| Description of duties and responsibilities: | | | |
| Employer’s name: |  | Position held: |  |
| Date started: |  | Date ended: |  |
| Grade / Salary: |  |  | |
| Reason for leaving: |  | | |
| Description of duties and responsibilities: | | | |
| Employer’s name: |  | Position held: |  |
| Date started: |  | Date ended: |  |
| Grade / Salary: |  |  | |
| Reason for leaving: |  | | |
| Description of duties and responsibilities: | | | |
| Employer’s name: |  | Position held: |  |
| Date started: |  | Date ended: |  |
| Grade / Salary: |  |  | |
| Reason for leaving: |  | | |
| Description of duties and responsibilities: | | | |

|  |
| --- |
| **SECTION 6 – GAPS**  If you have any gaps in your employment history or you have lived/travelled overseas, please use this section to provide details. |
|  |

|  |
| --- |
| **SECTION 7 – PERSONAL STATEMENT**  Your personal statement should provide evidence/ examples of how you meet the person specification and your ability to carry out the job description. You could use the headings provided in the job description to structure your personal statement. Your personal statement should be no longer than the equivalent of three sides of A4. |
|  |

|  |  |
| --- | --- |
| **SECTION 8 – REFERENCES**  Please note that if you provide details, you give us permission to request a reference. Please provide the names, addresses and occupations of at least two referees, one of whom must be your present or last employer. Please provide references covering employment for at least the last three years. | |
| First Reference | |
| Name: |  |
| Occupation: |  |
| Is this your current employer: | Yes  No |
| Company address: |  |
| Email address: |  |
| Second Reference | |
| Name: |  |
| Occupation: |  |
| Is this your current employer: | Yes  No |
| Company address: |  |
| Email address: |  |

|  |
| --- |
| **SECTION 9 – DISCLOSURE & BARRING CHECKS** |
| The Boleyn Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to 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 appear on a DBS certificate.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](https://www.gov.uk/tell-employer-or-college-about-criminal-record) website. For further impartial advice, please visit – [NACRO](https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/).  If you are successfully shortlisted you will be expected to complete a self-declaration form prior to your interview, and if you secure the role, each year of your employment, if appropriate for the role.  Any convictions listed on a DBS check and/or in the self-declaration form will be considered on a case-by-case basis.  For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.  Disqualification under the Childcare Act 2006. Section 76(2) of the 2006 act, provides that a person who is disqualified under the 2018 regulations may not:   * Provide relevant childcare provision. * Be directly concerned in the management of such provision.   Under section 76(3) schools are prohibited from employing a disqualified person in connection with relevant childcare provision in the settings set out in the relevant offences and orders section of this guide ([Disqualification under the Childcare Act 2006 Guidance](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006#relevant-offences)), unless the individual in question has been granted a waiver by Ofsted for the role they wish to undertake.  For all posts that meet the childcare disqualification criteria in addition to an enhanced DBS check with child barred list check, you will also be required to complete a childcare disqualification declaration form prior to your interview, and if you secure the role, each year of your employment.  Any data processed as part of the DBS check / childcare disqualification check will be processed in accordance with data protection regulations and our privacy notices.  If you have lived/travelled outside of the UK for more than 6 consecutive months within the last 10 years The Boleyn Trust will require you to obtain a criminal records check from the relevant country. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Have you lived or worked outside of the UK for more than 6 consecutive months within the last 10 years?  Yes  No |

|  |  |
| --- | --- |
| **SECTION 10 – RECRUITMENT CHECKS**  In line with changes in statutory safer recruitment guidance in September 2022, we will carry out an online search of shortlisted candidates in order to identify any publicly available information that may indicate an issue or concern that needs to be followed up during interview. We require you to share with us as part of your application the account names, usernames and/or handles for any social media platform that you use, as well as the names of any websites that you own, post on, or contribute to. A Google search will also be conducted. These checks will only be conducted if you are shortlisted for an interview. Our safer recruitment and selection policy can be found at [www.theboleyntrust.org](http://www.theboleyntrust.org). | |
| Facebook: |  |
| Twitter: |  |
| Instagram: |  |
| LinkedIn: |  |
| TikTok: |  |
| Reddit: |  |
| Pinterest: |  |
| Other, please list: |  |
| URLs for websites that you own, post on, or contribute to: | |

|  |  |
| --- | --- |
| **SECTION 11 – OTHER DECLARATIONS** | |
| Are you related to any member of the Trust Board or a Local Governing Body of one of the Trust’s schools? (any canvassing direct or indirect will disqualify you from applying).  Yes  No | |
| If yes, please give details: | |
| Please note, that if you have sent this application electronically, you will be sent your application form via a secure and compliant eSignature platform (Xodo Sign) to sign should you be invited to interview.  To the best of my knowledge and belief, the information on this application form is correct. | |
| Signed: | Date: |

|  |
| --- |
| **SECTION 12 – DISABILITY & ACCESSIBILITY**  The Boleyn Trust has 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 make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require. |
| Arrangements: |

|  |  |
| --- | --- |
| **SECTION 13 – RETURNING YOUR COMPLETED APPLICATION FORM**  Please return your completed application form and return all documents to the contact given. | |
| Name: | School Business Manager |
| Email address: | [recruitment@claragrant.boleyntrust.org](mailto:recruitment@claragrant.boleyntrust.org) |