

3. APPLICATION FORM

Please fill in **all relevant sections** of the form using **black ink/type**. The information you provide will help us make a fair decision in the selection process. **Please note, CV's are not accepted.** Applications received after the closing date will not be considered unless due to exceptional circumstances. Applications should be returned to Mrs Fiona Weller or Mrs Vicky Lane, Pencalenick School, St Clement, Truro, TR1 1TE or by email to admin@pencalenick.org

1. VACANCY DETAILS			
Post applied for:		Closing date:	
School/Department:		Interview date:	
Where did you see the vacancy advertised:			

2. PERSONAL DETAILS			
Surname:		Title:	Mr/Mrs/Miss/Ms/Other:
Previous Surname(s):			
First name(s):			
Home address:		Teacher No:	
		Home phone:	
		Work phone:	
		Mobile:	
Post code:		Email:	
NI Number:		(You can get this from the Department of Work and Pensions)	

3. YOUR CURRENT OR MOST RECENT EMPLOYMENT			
Note: If you are applying for your first job, please provide any voluntary work/work experience in the "Previous employment or experience" section.			
Employer name:		Job title:	
Employer address:		Salary:	
		Start date:	
		Notice required:	
		Date of Leaving: (if applicable)	
Reason for leaving (if applicable):			
Main duties and responsibilities:			

5. EDUCATION

Enter details of your attendance at educational establishments, from 'secondary' school level onward (school, college, or university) starting with the most recent first.

Dates (mm/yy)		Name and address of School, College, or University	Qualification	Grade
From	To			

6. PROFESSIONAL QUALIFICATIONS, TRAINING AND SELF DEVELOPMENT

Name of provider/college	Title of course/training, e.g. First Aid at Work	Qualification (if relevant)

7. MEMBERSHIP OF PROFESSIONAL BODIES

Institute or association	Membership level	How obtained, e.g. through qualification, experience, or election	Date achieved (mm/yy)

8. YOUR SUPPORTING STATEMENT

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result. If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc.

Continue on a separate sheet if necessary

9. SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding children and young people. From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment.

10. INTERVIEW REQUIREMENTS

We will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have specific requirements for attending an interview (i.e. ground floor interview room) please let us know below:

11. REFERENCES

You must provide details of two referees, one of which must be your most recent employer (do not include a relative, unless you have worked for them directly) **References for shortlisted candidates will be taken up before interview.** With all references we will ask for information about past disciplinary issues and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact us.

Reference 1: This must be your present employer, or if you are currently unemployed, your last employer, or if you are leaving full-time education, your Headteacher, College Principal, or University Tutor.

Reference 2: Should be a professional reference and comment on your skills and abilities in relation to the job for which you have applied. If you are applying for a teaching or learning mentor position, at least one reference must relate to a post where you worked with children.

Title:		Title:	
Full name:		Full name:	
Job title:		Job title:	
Employer:		Employer:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email:		Email:	
Relationship to you:		Relationship to you:	

12. DECLARATION OF CRIMINAL CONVICTIONS

The Special Partnership Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are 'spent', which are not protected.

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 on the [Disclosure and Barring Service website](#).

If shortlisted for an interview you will be required to disclose to us information about any:

- spent and unspent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

So that a police check can be carried out if you are offered an appointment.

If you are subsequently employed by the Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Special Partnership Trust, should you be arrested by the police you are obliged to notify the Headteacher/Line Manager of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

13A ADDITIONAL INFORMATION

Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment?	Yes/No
If yes, please give details:	
Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)?	Yes/No
If yes, please provide details:	
The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence.	
If needed, do you have access to transport?	Yes/No
If needed, do you have a full current UK driving licence?	Yes/No
The Working Time Regulations (1998) require us to monitor the hours worked by employees. Would this role be your only employment?	Yes/No

If no, please provide details of all your other role(s) and the days and hours you work:	
Canvassing our employees (asking them to help you get this role) directly, or indirectly, will disqualify your application. Also, if you fail to declare any relationship with an employee, or governor within the Trust, your application may be disqualified and, if appointed, you may be dismissed without notice.	
Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee or governor within the Trust?	Yes/No
If yes, please give details:	
Do you, your partner, or family have any interests (personal, financial or professional) that may conflict with you doing this role?	Yes/No
If yes, please give details:	

13B. ADDITIONAL INFORMATION FOR TEACHING POSTS ONLY	
Do you have Qualified Teacher Status (QTS)?	Yes/No
Your DfE teacher reference number (if applicable):	
Date of recognition by DfE/DCSF as your becoming a qualified teacher	
Date of completion of Statutory Induction Period (if qualified after 7 May 1999)	
Are you subject to any conditions or prohibitions placed on you by the GTC/DfE or other body in the UK	Yes/No
If yes, please give details:	
Principal subject(s) that you are qualified to teach:	
Please give details:	
Other subjects which you teach/have taught:	
Please give details:	

14. HOW WE PROTECT YOUR PERSONAL INFORMATION
We keep on file information from this application form and any documents you attach. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 6 months, unless the application is for the appointment of a Headteacher, where records will be kept for 6 years.

15. YOUR DECLARATION

I understand that any employment, if offered, will be subject to the information on this form being correct in addition to satisfactory references and employment checks. I understand that if appointed, I am liable to dismissal from the Special Partnership Trust without notice if the information on this form is later proved to be inaccurate. In signing this form I confirm that no valid information has been wilfully withheld.

Signature (applicant):

Date:

Please sign and date the above and email this form to: admin@pencalenick.org. If returning by post send to Mrs Fiona Weller or Mrs Vicky Lane, Pencalenick School, St Clement, Truro, TR1 1TE. You will be asked to sign a 'hard copy' before any offer of employment is made.

If you have completed this form on behalf of the applicant, please add your details:

Name (printed):

Contact number:

The Special Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to the satisfactory completion of checks and references, including an enhanced Disclosure and Barring Service (DBS) check.