



# The Robert Carre Trust

An Equal Opportunity Employer

## APPLICATION FORM

**Please complete ALL sections. Sections 1-6 of the application form will be used to shortlist candidates for interview.**

POST APPLIED FOR:

### 1. PERSONAL DETAILS (please complete in block letters)

Title by which you wish to be referred:  
(Mr/Mrs/Miss/Ms/Other)

Last Name:

First name(s):

Any former name(s) previously known as:

Address:

Postcode:

Home telephone no:

Mobile telephone no:

Email address:

National Insurance number:

Teacher Number (if applicable):

### 2. PRESENT OR LAST EMPLOYER

Name and address of employer:

Postcode:

Nature of business:

Job title:

Present annual salary or weekly income (gross):

Date appointed:

Notice required or leaving date if already left

Reason for leaving:	
Brief description of duties:	

### 3. PREVIOUS EMPLOYMENT

Start with the most recent first and include full employment history since leaving school.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet or add additional rows if necessary).

Employer name and address	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

### 4. EDUCATION, TRAINING AND QUALIFICATIONS

(Please continue on separate sheet or add additional rows if necessary). *Please start with the most recent.*

Secondary School/College/University and/or Awarding Body (where applicable)	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

<b>OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet or add additional rows if necessary).</b>					
Organising body		Course title		Length of course	
<b>MEMBERSHIP OF PROFESSIONAL BODIES</b>					
Name of body		Type of membership		Date obtained	
<b>5. INFORMATION IN SUPPORT OF YOUR APPLICATION</b>					
<p>Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the Person Specification. You may also expand on this within the letter accompanying your application.</p> <p><b>NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.</b></p>					
<b>6. REFEREES</b>					
<p>In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference. One of the referees must be your present/or most recent employer. If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. Friends and relatives are NOT acceptable referees.</p> <p>Please ensure the references are from a relevant employer from the last time you worked with children, if appropriate. The Trust reserves the right to approach any previous employer or manager.</p> <p><b>Please note: If you are shortlisted and invited to an interview, referees will be contacted and references obtained prior to interview in line with current statutory guidance.</b></p>					
Name (Referee 1):				Name (Referee 2):	
Title		Mr/Mrs/Miss/Ms/other		Title	
				Mr/Mrs/Miss/Ms/other	

Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	

## 7. ONLINE CHECKS

In accordance with our statutory obligations under Keeping Children Safe in Education the Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with you at interview.

We carry out these searches manually. To assist with the search being as accurate as possible, please set out which social media platforms you use and the handles you use on each site:

If you would like to inform us of anything that might come to light when we perform this search, please outline the details below:

## 8. PROTECTION OF CHILDREN

The 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. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). 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 website, which can be accessed here:**

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

- adult cautions (simple or conditional);
- **unspent** conditional cautions;
- **unspent** convictions in a Court of Law; and
- spent 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 shortlisted for an interview, in line with Keeping Children Safe in Education we will also ask you to complete a self-declaration form prior to interview to provide any relevant information which may make you unsuitable to work with children. For example, whether you are included on the barred list, prohibited from teaching, prohibited from taking part in the management of an independent school, known to the police and children's social care or disqualified from providing childcare and any relevant overseas information.

If you are subsequently employed by the Trust and it is found that you failed to disclose any relevant previous convictions, cautions or other relevant information as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the Executive Headteacher/Head of School 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.

It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to children.

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.

## 9. GENERAL

Do you hold a current full driving licence?

YES ☐ NO ☐

You are required to declare below any relationship with any family or close relationship to existing employees or governors, or know contractors/suppliers to the Trust:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.

YES ☐ NO ☐

This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

Place advertisement seen (eg Indeed, TES)	
<b>10. REASONABLE ADJUSTMENTS FOR A DISABILITY</b>	
<p>If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact the Headteacher's PA to discuss any requirements. Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information in this form.</p>	
<b>11. HEALTH/MEDICAL DETAILS</b>	
<p>Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo an Occupational Health referral.</p>	
<b>12. DATA PROTECTION</b>	
<p>In completing this application form you should refer to the Staff Privacy Notice which is available on our websites. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration and will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so.</p> <p>If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with our Records Management Policy.</p>	
<b>13. DECLARATION</b>	
<ol style="list-style-type: none"> <li>1. The information I have given on this form is true and accurate to the best of my knowledge.</li> <li>2. I have read or had explained to me and understand all the questions on this form.</li> <li>3. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.</li> <li>4. I understand that evidence of my qualifications will be required during the selection interview process.</li> <li>5. I understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.</li> <li>6. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.</li> </ol>	
Signed	Date
<p><b>Please return your completed form by email, post or by hand by the closing date to:</b></p> <p>Yvette Edwards  PA to Headteacher  Kesteven and Sleaford High School  Jermyn Street  Sleaford  NG34 7RS  <a href="mailto:yvette.edwards@kshs.uk">yvette.edwards@kshs.uk</a></p>	

