**TPAT Job Vacancy Application Form**

Please fill in **all** **sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

**Please call 01872 613283 if you have any questions on how to complete this form or if you require it in a different format or language.**

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| **About the Role** |
| Role applied for: |  | Ref No: |  |
| School/Location: |  |

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| **About You** |
| Title: |  | Surname: |  |
| First Name(s): |  |
| Home Address: |  | Home Phone: |  |
| Work Phone: |  |
| Mobile: |  |
| Postcode: |  | Email: |  |
| NI Number: |  | (You can get this from the Department of Work & Pensions) |

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| **Age 11 – 16 Qualifications achieved from Secondary, Higher and Further Education** |
| School / College attended (with dates) and location | Level and number of qualifications (eg 10 O Levels) | Grade Awarded | Year Achieved |
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| **Post 16 Education below degree level:** |
| School / College attended (with dates) and location | Qualifications achieved with subjects | Grade Awarded | Year Achieved |
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| **Education at degree level and beyond** |
| Type of Qualification (BA, BSc, BEd, Hons, MA PH.D etc) | University / College & subject title of qualification | Class or Grade | Year Achieved |
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| **Teaching Qualification (if not detailed above)** |
| Name of Qualification, age range, subjects qualified to teach | Name of Training Provider | Grade | Year Achieved |
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| **Specific Qualifications related to Teaching and Education** |
| Name of Qualification (NPQH, SEN, PG Dip) | Provider | Grade | Date Achieved (dd/mm/yy) |
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| **Teacher Training (for teaching posts only)** |
| Do you have Qualified Teacher Status? | Yes / No |
| Date Achieved:  |
| DfE / Teacher Reference Number:  |
| Statutory Induction Period (if qualified after 7th May 1999):- |
| Started:  | Completed:  |
| Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency (or other) in the UK? | Yes / No |
| If yes, please enclose details with dates in a sealed envelope and attach to this form |

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| **Non award bearing professional development undertaken in last five years** |
| Name of Provider | Title of course / training (eg first aid at work, child protection, risk assessments, etc) | Qualification / Level of Training |
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| **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: |  |
| Leave Date: (if applicable)  |  |
| Reason for Leaving: |  |
| If this is / was a teaching post, please provide:Type of school (delete as appropriate): nursery/infant/junior/primary/middle/special/PRU/secondary/other (please state):  |
| Status of school (delete as appropriate): community/foundation/trust/formal federation/independent/academy/VC/VA/other (please state):  |
| Gender taught (delete as appropriate): boys/girls/mixed Number on roll:  |
| Key Stage(s) or Year Group(s) (if primary) taught:  |
| Salary Point & Salary:  | Additional Allowances (TLR,SEN, R&R):  |
| Main duties and responsibilities (include any additional roles undertaken organising school trips, events, leading activities, etc):  |

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| **Previous Employment or Experience** |
| Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (eg unemployment; career breaks; voluntary work; travel etc). |
| Dates(dd/mm/yy) | Name of School / Employer and Address**or**Reason for gap in employment | Job Title, Duties and ResponsibilitiesPlease include: type/status of school; number on roll; key stage(s) or year group taught; and gender taught | Reason for Leaving |
| From | To |
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| **Safeguarding Children, Young People & Adults** |
| You will be required to complete a Disclosure and Barring Service (DBS) check and a Self-Declaration Form as part of your application.We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all TPAT employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of TPAT.From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect. |
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| **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, eg gained through education, the community etc. |
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| **Selection Requirements** |
| We will make reasonable adjustments to help people with disabilities through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know. |
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| **References** |
| **Teachers** - please provide **three** references.**Support Staff** – please provide **two** references.Do not use friends or relatives. We will ask for references before your interview.If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is ‘time expired’) 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 or the school you are applying to. |
| **Reference 1**: This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university). | **Reference 2**: If you have worked with children, young people or vulnerable adults in the past, but are not currently, this **must** be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice. |
| Full Name: |  | Full Name: |  |
| Job Title: |  | Job Title: |  |
| Employer: |  | Employer: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Email: |  | Email: |  |
| Telephone Number: |  | Telephone Number: |  |
| Relationship to you: |  | Relationship to you: |  |
| Did this role involve working with children, young people and/or vulnerable adults? | Yes / No | Did this role involve working with children, young people and/or vulnerable adults? | Yes / No |
| **TEACHERS ONLY - Reference 3**: Reference of your choice. |
| Full Name: |  |
| Job Title: |  |
| Employer: |  |
| Address: |  |
| Postcode: |  |
| Email: |  |
| Telephone Number: |  |
| Relationship to you: |  |
| Did this role involve working with children, young people and/or vulnerable adults? | Yes / No |

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| **Disclosure of Interest** |
| Have you ever received a redundancy payment or pension from a local authority? | Yes / No |
| If yes, please give details including month and year:  |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (eg needing a work permit/visa)? | Yes / No |
| If yes, please provide details:  |
| Have you applied for either settled or pre-settled status under the EU Settlement Scheme? | Yes / No |
| If yes, please provide date you were awarded settled or pre-settled status:  |
| 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 check the hours worked by employees. Would this role be your only employment? | Yes / No |
| If no, please provide details of your other role(s) and the days and hours you work:  |
| Canvassing of our employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with an employee of TPAT 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 of TPAT, or School Governor? | 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:  |
| 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:  |

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| **How we protect your Personal Information** |
| We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring 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 12 months; anonymised data will be kept for monitoring purposes. |

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| **Your Declaration** |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. |
| **Signature** (applicant): |  | **Date:** |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a 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: |  |

**Thank you** for taking the time and effort to complete this application form. The role information supplied will say where it should be returned.

You will be required to complete a Disclosure and Barring Service (DBS) check and a Self-Declaration Form as part of your application. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide 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.

HR/I/TPATEmployerHandbook/Recruitment/ApplicationPack/ApplicationForm
Last updated 08/02/2020

**Self-Declaration Form**

Please complete the Self-Declaration Form and place it in a **separate sealed envelope** with **‘Self-Declaration Form’** and **your name** on the front.

For job applicants, this information will not be considered when shortlisting but will be considered during the interview process.

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| **Section A****Declaration of Criminal Convictions** |
| 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’. 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.**Please therefore only include details of old and minor cautions, convictions, reprimands and warnings in accordance with the DBS filtering rules relating to such offences. Details of the filtering rules can be found in the attached Applicants Guidance Notes or from** [**www.gov.uk/dbs**](http://www.gov.uk/dbs)**.** |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 or do you have any charges pending? | Yes / No |
| If yes, please provide details:  |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 or do you have any charges pending? | Yes / No |
| If yes, please provide details:  |
| Have you ever been barred or restricted from working with children and/or vulnerable adults? | Yes / No |
| If yes, please provide details:  |
| Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions that are not protected. Appointment will be subject to the information received from the DBS.I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS that TPAT will request my authorisation for, so that such a check can be made. |
| **Signature:** |  | **Date:** |  |

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| **SECTION B****Childcare Disqualification Declaration** |
| **If the following does not apply to you, please move on to section C** |
| [Disqualification under the Childcare Act 2006](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006) applies to all schools and settings who provide childcare and/or are directly concerned with the management of early years childcare or later years childcare (children above reception age but have not attained the age of 8). If you are in a role that falls within the categories below then you are required to provide information relating to your suitability:* staff who work in early years provision (including teachers and support staff working in a school nursery and reception classes);
* staff working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision;
* staff who are directly concerned in the management of such early or later years provision.

You are also required to provide relevant information about any person who lives or works in the same household as you which may disqualify you ‘by association’. |
| Have you ever been disqualified from caring for a child, including your own child?(which are referred to in [regulation 4](http://www.legislation.gov.uk/uksi/2009/1547/regulation/4/made) and listed at [schedule 1](http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made) of 2009 Regulations) | Yes / No |
| Have you ever had your registration refused or cancelled relating to childcare, or children’s homes, or been prohibited from private fostering?(as specified in [schedule 1](http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made) of the 2009 Regulations) | Yes / No |
| Do you have any unspent convictions for certain violent and sexual criminal offences against children and/or adults?[(See Table A – relevant offences)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/407788/disqual_stat-guidance_Feb_15.pdf) | Yes / No |
| Have you ever been barred from working with children? | Yes / No |
| Have you ever committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom? | Yes / No |

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| **SECTION C** **Further Information and Declaration** |
| If you have answered yes to any of the above questions, please provide further information below: |
| **Declaration:**I confirm that the information I have declared above is correct and I accept that if any of the information I provide is found to be false or misleading I may be disqualified from appointment.I understand that I have a duty to inform my employer should any of this information change at any time during my employment. I understand that any subsequent offer of employment will be subject to the satisfactory outcome of all required safeguarding, vetting and barring checks. |
| **Signature (applicant):** |  | **Date:** |  |
| Print Full Name: |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a 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: |  |

**Thank you** for taking the time and effort to complete this form.

Please return this form in a sealed envelope to the School Administrator. For all job applicants, please return this form, together with all other related documents including the completed **application form** and **equal opportunities monitoring form**, to the address provided on the advertisement/covering letter.

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

HR/I/TPATEmployerHandbook/Recruitment/ApplicationPack/Self-DeclarationForm
Last updated 08/02/2020

**Equal Opportunities Monitoring Form**

Please complete the Equal Opportunities Monitoring Form and return it with your application form.

Truro and Penwith Academy Trust (TPAT) is committed to the principle of the development of policies to promote equal opportunities in employment regardless of workers’ gender, marital status, race, colour, nationality (including citizenship), ethnic or national origins, disabilities, age, sexual orientation, responsibility for dependants, religious or political affiliation and trade union activities. Applicants can obtain a copy of our Equality Policy on request.

The following questions are used solely for the purpose of monitoring equal opportunities and are in accordance with the criteria identified in Racial Equality guidelines. This information will not be used when deciding on a shortlist or making an appointment, but your co-operation in completing the following would be very much appreciated.

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| **Application Details** |
| Full Name: |  |
| Maiden Name: |  |
| Post Applied For: |  |
| Closing Date: |  |
| Vacancy Type: | Permanent [ ]  Temporary [ ]  Fixed Term [ ] Full Time [ ]  Part Time [ ] Full Year [ ]  Term Time Only [ ]  |

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| **Personal Details** |
| Marital Status: | Single [ ]  Married [ ]  Separated [ ]  Divorced [ ]  Widowed [ ]  Civil Partnership [ ]  |
| Gender: | Male [ ]  Female [ ]  |
| Date of Birth: |  |
| Age Group: | 16-20 [ ]  21-30 [ ]  31-40 [ ]  41-50 [ ]  51-60 [ ]  61-65 [ ]  65+ [ ]  |

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| **Disability Status** |
| The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. |
| Do you consider yourself under this definition to be disabled: | Yes [ ]  No [ ]  |
| If Yes, please give details: |  |
| Is there any other information which you would like us to take into account with regard to your disability?: |  |
| **Vacancy Advertisement** |
| Where I saw the Vacancy advertised: |
| TPAT Website [ ]  | West Briton [ ]  | Internal Advert [ ]  |
| Cornwall Council [ ]  | Cornishman [ ]  | Word of Mouth [ ]  |
| Indeed Website [ ]  | TES [ ]  | Facebook [ ]  |
| Other [ ]  please provide further information:  |

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| **Ethnic Origin** |
| Please describe your ethnic origin by placing an X in the appropriate box. The categories have been taken from the School Workforce Census. |
| **X** | **Nationality** | **Culture** | **X** | **Nationality** | **Culture** |
|  | Bangladeshi | Asian |  | White British | White |
|  | Indian | Asian |  | White Irish | White |
|  | Pakistani | Asian |  | White Cornish | White |
|  | Asian Other | Asian |  | White Other | White |
|  | Black African | Black |  | Chinese | Other inc Chinese |
|  | Black Carbbean | Black |  | Any Other | Other inc Chinese |
|  | Black Other | Black |  | Unknown | Other inc Chinese |
|  | Mixed White/Asian | Mixed |  |  |  |
|  | Mixed White/Black African | Mixed |  |  |  |
|  | Mixed White/Black Caribbean | Mixed |  |  |  |
|  | Mixed Other | Mixed |  |  |  |

**Thank you** for taking the time and effort to complete this form.

Please return this form, together with all other related documents including the completed **application form** and **self-declaration form**, to the address provided on the advertisement/covering letter.

HR/I/TPATEmployerHandbook/Recruitment/ApplicationPack/EqualOpportunitiesForm
Last updated 01/03/2021