DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

Pioneer Educational 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.

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.

<u>If you are applying for a vacancy at Foxborough Primary School</u>

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and our privacy notice.

Do you have a DBS certificate?: ☐ Yes ☐ No Date of check:

If you've lived or worked outside of the UK in the last 5 years, Pioneer Educational Trust may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years: ☐ Yes ☐ No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

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POST TITLE: *(*this field must be completed)*	*
SCHOOL:	

Please use black ink to complete this form or complete electronically and return by EMAIL to recruitment@pioneereducationaltrust.org.uk
N.B. Application forms which are incomplete and / or are not received by the closing date will not be considered.

Surname	Other Names
Previous Surnames	Preferred Title (e.g. Mr, Miss, Mrs, Ms)
Home Address Postcode	Home Telephone Mobile Telephone
Email Address**	Work Telephone (if it is convenient for contacting you)

** If you have provided an email address, this will be the method by which you will be contacted. However, if you DO NOT wish to be contacted by email, please tick the box ☐

National Insurance Number				
Do you hold Qualified Teacher Status? (Teaching posts only)	Yes ☐	No ☐		
If yes, please give date of award & Teacher Reference number (TRN):				
Are you entitled to work in the UK? (You will be asked to provide evidence)	Yes ☐	No ☐		
Do you need a Certificate of Sponsorship?	Yes ☐	No ☐		
Have you previously sought employment with Pioneer Educational Trust? If YES, please give details	Yes ☐	No ☐		

PRESENT EMPLOYMENT
(If currently unemployed please give details of last employer)

Name, address and telephone number		
Date of commencement	Job Title	Date appointment ended
Please give a brief description of your duties		
Present basic salary	Notice required	
Full or part time (FTE):	Reason for leaving:	
Additional payments or benefits		

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EMPLOYMENT HISTORY

*Please list your work experience since leaving full time education. Start with the most recent employer. Please use a separate sheet if necessary. All gaps in employment **must** be accounted for, please see below.**

Dates From To DD/MM/YY	Employer's name & address	Job Title Brief summary of duties and reason for leaving

Voluntary/Unpaid Activities

From	To	Position	Brief details of duties	Name of organisation

Periods when not employed

All gaps/periods between jobs must be accounted for. Please provide details of periods of unemployment or the reason for any gap in employment and reasons for these.

Start date	Finish date	Reason

SECONDARY EDUCATION

(You will be required to produce evidence to demonstrate you have obtained all qualifications that you rely upon to support your application)

Dates From	To	Name & address of School	Examinations Passed		
			Awarding body	Qualification	Grade

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FURTHER EDUCATION

(You will be required to produce evidence to demonstrate you have obtained all qualifications that you rely upon to support your application)

Dates From	To	Name & address of College / University	Examinations Passed		
			Awarding Body	Qualification	Grade

Other Qualifications held including vocational qualifications	Dates Awarded

Are you a member of a professional body? Yes ☐ No ☐
If yes, please specify:

REFERENCES

Please give the names and addresses of two referees, one of which MUST be your present or last employer or Head Teacher/tutor if a school or college leaver. If your work does not currently involve working with children however you have worked with children in the past, please provide details of a suitable referee from the organisation where you most recently worked with children. Please note that as part of our commitment to safeguarding the welfare of children and young people it is our policy to obtain all references prior to interview.

Name of referee:	Name of referee:
Job Title:	Job Title:
Name and address of organisation: Postcode:	Name and address of organisation: Postcode:
Email address	Email address

Telephone number	Telephone number
Relationship to you	Relationship to you
Do you give your consent for the Trust to obtain this referee prior to interview? Yes ☐ No ☐	Do you give your consent for the Trust to obtain this referee prior to interview? Yes ☐ No ☐

Supporting information

Please provide any information you consider relevant, including your reason for applying for the post and why you consider yourself to be suitable for the post. ***Please look carefully at the Person Specification and Job Description and give examples of how you meet the iob requirements.*** This is important, as you will be shortlisted against this criteria. You can also draw on experience you may have gamed outside the work environment.

Remember to provide examples that demonstrate your skills, knowledge and experience.

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SUPPLEMENTARY QUESTIONS
(For Teaching Posts only) Have you **ever** had any sanctions and/or warnings imposed by the Teaching Agency or by the GTCE when it was the regulatory body for the teaching profession? Yes ☐ No ☐ If so, please give details including the date on which any sanction/warning expires.
Have you **ever** had any sanctions and/or warnings imposed by the Department for Education? Yes ☐ No ☐ If so, please give details including the date on which any sanction/warning expires.
Do you have a personal relationship with any employees of the school, Trust or a member of the Governing Body of the school or the Trust Board of Pioneer Educational Trust? Yes ☐ No ☐ If yes, please give details
Website or publication in which advertisement was seen
Do you have a disability? Yes ☐ No ☐ If so, please state what type of adjustments to arrangements that would assist you in overcoming any disadvantage your disability might otherwise cause you during the recruitment and selection process and / or at work.
I declare that the information set out in this application form is true, accurate and complete. I understand that if my application is incomplete this form may be returned to me for completion before it can be considered. I also understand that if I have omitted facts that may have a bearing on my application or if there are any anomalies on this form these will be explored by the School. Any false statement will result in rejection as a candidate and/or dismissal if appointed, and if appropriate, possible referral to the police. **In accordance with the Data Protection Act I expressly agree that the Trust may use and process the information on this form as necessary, and for any legitimate purposes of the Trust.** **I understand that if I am successful, my employment will be subject to satisfactory Enhanced Disclosure Barring Service and medical clearance and I agree to any pre-employment screening relevant to my application.**
Signed **Date**

Media

Please state where you saw this post advertised:

☐ Schools HR/Crinkle Recruitment

☐ The school website

☐ Greensheets

☐ Other website, please state:	
☐ National newspaper, please state:	
☐ Local newspaper, please state:	
☐ Other, please state:	

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RECRUITMENT MONITORING FORM

This sheet will be separated from your application form upon receipt and does not form part of the selection process.
Pioneer Educational Trust and our family of schools wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Application for the post of*:	*This field must be completed.

Gender

Male ☐ Female ☐ Intersex ☐ Non-binary ☐ Prefer not to say ☐

If you are currently undergoing the process of gender reassignment, please tick your future gender.

If you prefer to use your own term, please specify here:

Are you married or in a civil partnership?

Yes ☐ No ☐ Prefer not to say ☐

Age

16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐ British ☐ Gypsy or Irish Traveller ☐

Prefer not to say ☐

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Prefer not to say ☐

Any other mixed background, please write in:

Asian/Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab ☐ Prefer not to say ☐

Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐ Prefer not to say ☐

If you prefer to use your own term, please specify here:

What is your religion or belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐

Sikh ☐ Prefer not to say ☐

If other religion or belief, please specify here:

What is your current working pattern?

Full-time ☐ Part-time ☐ Prefer not to say ☐

What is your current flexible working arrangement?

None ☐ Flexi-time ☐ Staggered hours ☐ Term-time hours ☐ Annualised hours ☐

Job-share ☐ Flexible shifts ☐ Compressed hours ☐ Homeworking ☐ Prefer not to say ☐

If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None ☐ Primary carer of a child/children (under 18) ☐ Primary carer of disabled child/children ☐

Primary carer of disabled adult (18 and over) ☐ Primary carer of older person ☐

Secondary carer (another person carries out the main caring role) ☐ Prefer not to say ☐

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