**PLATANOS COLLEGE**

### Clapham Road, London, SW9 0AL

### Employment Application Form

**The post you are applying for is EXEMPT from the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). This means that you are required to give details of any ‘spent’ and ‘unspent’ convictions or pending cases, cautions, bind-over orders, reprimands and final warnings (that are not eligible for filtering), including dates, the offence(s), sentences and the court or police force which dealt with the offence.**

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

Applicants will be asked to apply for an enhanced DBS (Disclosure and Barring Service) check (formerly known as a CRB check) and will be checked against the DBS barred list (list of people deemed unsuitable to work with children or vulnerable adults).

### How to fill in this form:

* Read all the information before you complete this application form.
* Type or write neatly in black ink, as this form will be photocopied.
* We want to ensure the recruitment process is accessible to disabled applicants, so if you would like us to make any arrangements in this respect please let us know.
* Answer all the questions.
* Continue on a separate sheet if you do not have enough room for your answers.
* **Please ensure you complete the declaration in Section G of this form. Incomplete forms will not be considered.**

# A. Job Applied For

Job Title:

Job Reference Number:

Full Name:

### *Please note - important*

### *1. Applicants do not need to declare any criminal record information that is now filtered under the Rehabilitation of Offenders Act 1974 as amended in 2013. Certain cautions and convictions are now considered ‘protected’ and therefore filtered from DBS checks. Further guidance on what is eligible for filtering can be found at:* [*www.gov.uk/government/publications/dbs-filtering-guidance*](http://www.gov.uk/government/publications/dbs-filtering-guidance)*.*

### *2. It is the responsibility of the applicant to check if any convictions etc. are eligible for filtering and exempt from declaration.*

### *3. Failure to disclose convictions (except those that are filtered), cautions, pending court, reprimands or orders during the recruitment process will result in the withdrawal of the job offer. If undisclosed cautions, convictions or charges pending are discovered after employment commences, disciplinary action/dismissal could ensue.*

### *4. Any information provided will be kept confidential and will only be considered in relation to the job applied for.*

### *5. It is an offence to apply, offer or accept to do work with children (paid or unpaid) if disqualified from working with children.*

### *6. If you have not heard from us within 4 weeks of the closing date, please assume your application for this job has not been successful.*

### *7.* *Any offer of employment will always be made on a conditional basis, subject to the relevant checks being carried out and the receipt of satisfactory references in accordance with our Safer Recruitment Policy.*

# B. Personal Information

Title: Ms. [ ]  Miss [ ]  Mrs. [ ]  Mr. [ ]  Other:

Surname: Forenames:

Previous name / Other name you may be known by (if applicable):

National Insurance number:

**To be completed by applicants applying for teaching positions:**

Teacher Reference No.

Do you have Qualified Teacher Status? Yes [ ]  No [ ]

Are you registered with the General Teaching Yes [ ]  No [ ]

Council / Teaching Agency/NCTL database?

Address:

 Post Code:

Telephone No. Day:  Evening:

E-mail address:

May we contact you during the day? Yes [ ]  No [ ]

Do you require a work permit? Yes [ ]  No [ ]

Do you have a current driving licence? Yes [ ]  No [ ]

 **C. Employment History**

 **Please list in order (the most recent first) the organisation(s) you have worked for full- and part-time,**

 **including any relevant voluntary or unpaid work. Please include ALL periods of unemployment.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s name and address** | **Dates of employment (with month/year)** | **Job title and salary/grade** | **Full/Part-time****(If part-time please indicate number of hours)** | **Reason for leaving** |
|  | From | To |  |  |  |
|       |   |   | Title: Grade/Salary:  |  |       |
|       |   |   | Title: Grade/Salary:  |  |       |
|       |   |   | Title: Grade/Salary:  |  |       |
|       |   |   | Title: Grade/Salary:  |  |       |
|       |   |   | Title: Grade/Salary:  |  |       |
|       |   |   | Title: Grade/Salary:  |  |       |
|       |   |   | Title: Grade/Salary:  |  |       |
|       |   |   | Title: Grade/Salary:  |  |       |

**Please continue on a separate A4 sheet if necessary**

 **D. Education and Qualifications**

 Please give details of your education - schools and colleges attended - and any qualifications obtained,

 including membership of any professional bodies.

|  |  |
| --- | --- |
| **School / College****(name and address)** | **Qualifications** |
|  |  |
|  |  |
|  |  |
|  |  |

 **E. Training and Development**

 Please tell us about any relevant training or development courses or activities you have taken part in and any

 qualifications obtained, for example ‘First Aid Certificate’.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Dates** | **Qualifications** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Please continue on a separate A4 sheet if necessary.**

 **F. Personal Statement**

Please explain how you meet the points on the job description / person specification or what makes you suitable for this job position. Ensure that you itemise your responses so that you can demonstrate how your knowledge, experience, skills and abilities are relevant and meet the requirements of the job. This is a very important part of the information you supply to us.

**Please continue on a separate A4 sheet if necessary**

# G. Rehabilitation of Offenders Act (1974)

# The post you are applying for is exempt from the Rehabilitation of Offenders Act (1974).

# You are required to give details of all current (unspent) and ‘spent’ convictions or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences, and the court or police force which dealt with the offence.

# Any offer of employment will always be made on a conditional basis, subject to the relevant checks being carried out and the receipt of satisfactory references.

# Failure to make a full and accurate declaration may result in withdrawal of a job offer or, if subsequently discovered, to disciplinary action and/or dismissal.

# If you are unsure about any matter, please contact us on 020 7733 6156.

# You are required to complete the following declarations:

# I am applying for a post which is exempt under the terms of the Rehabilitation of Offenders Act 1974 and:

# (a) I have a criminal record, cautions, bind-over orders, reprimands and final warnings and/or pending prosecution(s), details of which I am sending under separate cover: [ ]

# If you do have a criminal record, cautions, bind-over orders, reprimands, pending prosecutions,

# or appear on the **DBS (Disclosure and Barring Service)** Barred List (list of names barred from working with children; formerly ISA children’s barred list), or are disqualified from working with children, your declaration of this should be sent with this application form in a sealed envelope marked confidential. Please ensure that your full name, post title and reference number is included with any information sent.

# (b) I do not have a criminal record, cautions, bind-over orders, reprimands and final warnings and/or pending prosecution(s): [ ]

# (c) I do not appear on the **DBS (Disclosure and Barring Service)** Barred List (list of names barred from working with children; formerly ISA children’s barred list): [ ]

# (d) I am not disqualified from working with children or subject to sanctions imposed by a regulatory body e.g. the former General Teaching Council (GTC) or Teaching Regulation Agency: [ ]

# Any information given will be kept confidential and will only be considered in relation to the job you are applying for.

Signed: Date:

**H. References**

Please provide the following information for at least two referees, one of which should be your current or most recent employer. Your last/current employer will be approached for a reference. If you have not been employed before, please give details of teachers/lecturers who know you well enough to comment on your ability to fulfil the job. Friends or relatives must not be used.

Name: (Current/ most recent employer) Name: (Preferably another employer)

Job title: Job title:

Company Name Company Name

Address: Address:

Tel. No. Tel. No.

E-mail Address: E-mail Address:

Capacity known: Capacity known:

Current Manager [ ]  Other [ ]  Current Manager [ ]  Other  [ ]

Previous Manager [ ]  Previous Manager [ ]

##### Please note, references will normally only be requested after the interview process has been completed. However,

##### if you are applying for a Headteacher or Deputy Headteacher position references will be taken up prior to interview.

 Declaration

 **I confirm that, to the best of my knowledge, the information given in this employment application**

 **form is true and correct and can be treated as part of a subsequent contract of employment.**

 **Signature: Date:**

 **Please note: we are under a duty to protect the public funds it administers and to this end may use**

 **the information you have provided on this form for the prevention and detection of fraud. We may**

 **also share this information with other bodies administering public funds solely for these purposes.**

|  |  |
| --- | --- |
| Applicant Number (leave blank) |  |
| This form is separated from the main application form and will not be provided to the short-listing panel. Your answers will be treated in the strictest confidence and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Forenames:** |  |
| **Date of Birth:** |  | **Sex:** | 🞏 Male 🞏 Transgender 🞏 Female |

|  |  |
| --- | --- |
| **Position Title** |   |
| **Position Ref. Number** |  |

|  |  |
| --- | --- |
| **ABOUT YOU** | What is your ethnic group? Please choose one from (a) to (e) and then tick the appropriate box to indicate your cultural background. |
| (a) White | 🞏 British 🞏 Irish 🞏 Other. Please specify:  |
| (b) Mixed | 🞏 White and black Caribbean 🞏 White and black African 🞏 White and Asian🞏 Other. Please specify:  |
| (c) Asian or Asian British | 🞏 Indian 🞏 Pakistani🞏 Bangladeshi🞏 Other. Please specify:  |
| (d) Black or Black British | 🞏 Caribbean 🞏 African🞏 Other. Please specify:  |
| (e) Chinese or Other | 🞏 Chinese🞏 Other. Please specify:  |

|  |  |
| --- | --- |
| **ABOUT YOU** | Do you consider yourself disabled under the 1995 Disability Discrimination Act? |
| Yes | 🞏 | No | 🞏 |

|  |  |
| --- | --- |
| **ABOUT YOU – Optional** | How would you describe your sexuality? – Optional. Please tick one box only. |
| Heterosexual | 🞏 | Gay  | 🞏 |
| Bisexual | 🞏 | Lesbian | 🞏 |

|  |  |
| --- | --- |
| **ABOUT YOU – Optional** | What is your faith / religion / belief? – Optional. Please tick one box only. |
| Agnostic | 🞏 | Humanist | 🞏 |
| Atheist | 🞏 | Jewish | 🞏 |
| Buddhist | 🞏 | Muslim | 🞏 |
| Christian | 🞏 | Sikh | 🞏 |
| Hindu | 🞏 | Other. Please specify |  |

|  |
| --- |
| **How did you find out about this vacancy?** (Please give the name of the newspaper/journal/website) |
|  |