

# Application for Employment



## Section 1: Information for Applicants:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.

Please note that if you are shortlisted for the role, you will be asked to complete a criminal convictions declarations form and a social media accounts form. This requirement is in line with the statutory requirements set out in Keeping Children Safe in Education. More information can be found in the BPET Privacy notice for job applicants.

## Section 2: Position applied for:

Job Title:

Please confirm the date you would be able to start, if successful:

## Section 3: Personal details

Title:

Date of Birth<sup>1</sup>:

First Name(s):

Surname:

If you have previously been known by another name, please specify (please provide details of your birth name):

Address:

Postcode:

Home phone number / Mobile (*Please only include phone numbers and emails addresses that you are happy for us to use*):

Home Email address:

**For teaching staff only.** Please complete the following information:

DfE Teacher Reference No.:

Date of qualification as a Teacher:

Do you have Qualified Teacher Status ("QTS") or Qualified Teacher Learning and Skills (QTLS) status?

Yes

No

If yes, please confirm below whether you hold QTS or QTLS and the date it was awarded:

<sup>1</sup> BPET complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE ("Keeping Children Safe in Education").



Section 7 – Membership of Professional Bodies	
Registration Body:	
Registration number:	Membership Status:
Start (mm/yyyy)	Expiry (mm/yyyy)
Registration Body:	
Registration number:	Membership Status:
Start (mm/yyyy)	Expiry (mm/yyyy)

Section 8 – Continued professional Development	
Please list any courses you have completed and/or any professional development which you have been involved in in the past 3 years which you consider relevant to this post.	
Course Title:	Course Provider:
Length of Course:	Dates (Month/Year) From / To:
Award/Grade received (if applicable):	
Course Title:	Course Provider:
Length of Course:	Dates (Month/Year) From / To:
Award/Grade received (if applicable):	
Course Title:	Course Provider:
Length of Course:	Dates (Month/Year) From / To:
Award/Grade received (if applicable):	
Course Title:	Course Provider:
Length of Course:	Dates (Month/Year) From / To:
Award/Grade received (if applicable):	

Section 9: Current/most recent employment					
Employer's Name:					
Employer's Address:					
Job Title: If working in a school/college please provide the following					
Pupils	Number on Roll:		Age Range:		Gender/Mixed:
Employed from (mm/yyyy):			Current Salary (point):	FTE:	
Employed to (mm/yyyy):			Allowances:		
Reason for leaving:			Notice period:		
Brief description of responsibilities:					
Please give details of <b>all previous employment</b> you have undertaken, starting with the most recent. Details of all employment undertaken outside of education, and any other gaps in employment, should be recorded. Please use a continuation sheet if necessary.					
Dates employed: (Month/Year)	From  To	Employer:		Job title/position held:	
Description of responsibilities/size of school:		Salary and benefits:		Reason for leaving:	
Dates employed: (Month/Year)	From  To	Employer:		Job title/position held:	
Description of responsibilities/size of school:		Salary and benefits:		Reason for leaving:	
Dates employed: (Month/Year)	From  To	Employer:		Job title/position held:	
Description of responsibilities/size of school:		Salary and benefits:		Reason for leaving:	

**Section 10: Periods when not working**

Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving secondary education.

<b>Date From (Month/Year)</b>	<b>Date To (Month/Year)</b>	<b>Reason</b>

**Section 11 – Hobbies/interests**

Please give details of any hobbies, interests or skills that you can bring to the School/BPET Central Team for the purposes of extended learning.

## Section 12: Reason for applying

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from work experience, any voluntary or community work or any other organisation that you have been involved with. Include any hobbies or other interests. You should ensure that any information submitted reflects your experience relating to the requirements of the person specification. Give your reasons why you are for applying for this post and say why you believe you are suitable for the position. Continue on a separate sheet if necessary. Please restrict your application to 4 sides of A4. ***If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.***

**Section 13: Referees:**

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us before submitting your application form.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer. If you are an Early Career Teacher, one referee **must** be your college tutor.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are a serving (or ex) Headteacher or Principal, your referee should be the chair of the relevant governing body (or alternatively this can be the CEO of a multi-academy trust).
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as your referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1		Referee 2	
Title (Miss/Mr etc)		Title (Miss/Mr etc)	
Name		Name	
Role		Role	
Address		Address	
Tel. Number		Tel. Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	
May we contact this referee prior to interview? Yes <input type="checkbox"/> No		May we contact this referee prior to interview? Yes <input type="checkbox"/> No	

**Section 14: Reasonable Adjustments to the Shortlisting Process:**

We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.

## Section 15: Declarations:

If you are appointed to the post, you will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

This post is **exempt from the Rehabilitation of Offenders Act (ROA) 1974** and the amendments to the Exceptions Order 1975, 2013 and 2020. If you are shortlisted, you will be asked to disclose, prior to interview whether you have any unspent conditional cautions or convictions under the ROA and whether you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the ROA and amendments.

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.

*\* Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are 'protected' meaning that they are not subject to disclosure to employers and cannot be taken into account.*

All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering collection on the Gov.uk website](#) and further information on disclosing a criminal record can also be obtained from Nacro: [www.nacro.org.uk](http://www.nacro.org.uk)

**It is a criminal offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

Are you currently registered with the DBS Update Service?

Yes  No

## Declaration of Relationships:

Are you related to, or do you have a close personal relationship with, an existing member of staff or member of the Local Advisory Board?

Yes  No

If YES, please provide below his/her name and role, and state your relationship:

## A Note on Childcare Disqualification Requirements

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All prospective staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work if shortlisted for the role.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

- Inclusion on the Children's Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education's guidance: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>



**Section 16: Health and Disability Details**

We have a legal duty under Keeping Children Safe in Education to confirm that you have the mental and physical fitness to carry out the role you are applying for. If successful with your application, you will be asked to undertake a pre-employment medical check and any employment with BPET will be subject to satisfactory medical clearance.

**Please tick the box to confirm that you are mentally and physically fit for the role you are applying for:**

**Section 17: Declaration** (to be signed by all applicants)

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I have read the Privacy Notice and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that notice.

Signed:

Date:

Print name:

Please note: if you email this form to us (i.e. you can't sign it), you will need to type your name in the 'Signed' fields to declare that the information on this form. You will be asked to sign this if you are successfully appointed to the role.