



Vanguard Learning Trust

Application form - Support staff posts

CONFIDENTIAL

Part 1

Initials

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**.

Details of post applied for:

Job Title:

Location/school:

Ruislip High School

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

Where did you see this post advertised:

If this post has been referred to you by a current VLT employee, please state their name:

Current/Most Recent Employment:

Name and address of employer:

Job title:

Date appointed to this position:

Current salary:	
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Employment history:

Please give details of all **periods of employment** you have undertaken since leaving secondary education. List the information in reverse chronological order. Any gaps in your employment and/or training and education history will be explored with you if you are called for an interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

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.

Date From (Month/Year)	Date To (Month/Year)	Reason

Education and qualifications:

Please give details starting with the most recent and **including secondary education (both GCSE and A level or equivalents)**. Please also include any relevant professional qualifications and use a continuation sheet if necessary.

Name of institution (e.g. school, college or university)	Dates attended		Courses/subjects taken and examinations results or award
	From (Month/Year)	To (Month/Year)	

Professional development:

Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application.

Course title	Course provider	Dates attended		Award (if any)
		From (month/year)	To (month/year)	

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Membership of professional bodies:		
Please give details of any relevant professional bodies to which you belong.		
Name of Professional Body	Membership Status	Date Membership Commenced

Statement of application:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

Referees:

Please provide details of two people to whom reference may be made.

- 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 but have done so in the past, your second referee **must** be that employer.
- 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 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.
- ***References will not be accepted from relatives or people writing solely in the capacity of friends.***
- ***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.***
- ***It is normal practice to take up references on shortlisted candidates prior to interview.*** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.
- ***Offers of employment are subject to satisfactory pre-employment checks including two satisfactory references***

Referee 1: Present or most recent employer		Referee 2	
Title (e.g. Mr/Mrs)		Title (e.g. Mr/Mrs)	
Name		Name	
Job Title		Job Title	
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?	
Do you consent to us contacting this person prior to any interview ?	YES/NO	Do you consent to us contacting this person prior to any interview ?	YES/NO

Referees (ctd):

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history;
- all formal time-limited capability warnings which have not passed the expiration date;
- all formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date;
- all disciplinary action where the penalty is "time expired" and relate to safeguarding concerns;
- details of any child protection concerns, and if so, the outcome of any enquiry; and
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below I consent to my named referees being contacted in accordance with the above.

Print name:	
Signed:	
Date:	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body, e.g. Teaching Regulation Agency (or its predecessor bodies)?

YES

NO

It is a criminal offence for barred individuals to seek, or to undertake, work with children. If you answer YES to this question you will be asked to supply further information.

A note on childcare disqualification requirements

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools and Trusts 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 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 upon appointment.

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>

If you have lived or worked outside of the UK in the last 10 years, the 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

Right to work in the UK:

Do you currently have the right to work in the UK?

YES

NO

If no, please specify your circumstances below:

The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.

Part 2

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

Personal details:

Full name			
Previous name			
If you have previously been known by another name, please specify:			
Address		Postcode	
Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.		
	Home telephone number:		
	Mobile telephone number:		
	Email address:		

Disability and accessibility:

We are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure the shortlisting, selection or interview process is fair in relation to a disability.

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Declaration of relationships:

Are you related to, or do you have a close personal relationship with, any elected member or trustee, senior officer, member of staff or governor of Vanguard Learning Trust?	YES	NO
If YES, please provide below his/her name and role, and state your relationship:		

Declarations:

Section 1: Convictions

1. It is the Trust's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).
2. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020)* and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.
3. If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.
4. In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.
5. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

** 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*

Section 2: Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

1. In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our [Privacy Notice](#) and [Data Retention Policy](#) which can be found on our [website](#).
2. The person responsible for Data Protection in our organisation is **Karen Williams** and you can contact them with any questions relating to our handling of your data. You can contact them at kwilliams@vynersschool.org.uk.
3. The information you have provided on this form will be retained in accordance with our data retention policy.
4. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are

unhappy with how your query has been handled you can contact the Information Commissioner's Office via their [website](#).

5. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

Section 3: Notes

1. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
2. Canvassing, directly or indirectly, an employee or governor will disqualify the application.
3. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
4. This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body, e.g. Teaching Regulation Agency (or its predecessor bodies)?

YES

NO

It is a criminal offence for barred individuals to seek, or to undertake, work with children. If you answer YES to this question you will be asked to supply further information.

A note on childcare disqualification requirements

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools and Trusts 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 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 upon appointment.

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>

If you have lived or worked outside of the UK in the last 10 years, the 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

Right to work in the UK:

Do you currently have the right to work in the UK?

YES

NO

If no, please specify your circumstances below:

Declarations:

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 give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in our Data Privacy Notice ([click here](#)).

Signature of Applicant

Date

Thank you for your application.

Retention of Application Forms: As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Please return your completed form by post or by email to:

Justine O'Driscoll, HR Manager, Ruislip High School, Sidmouth Drive, Ruislip, Middlesex HA4 0BZ
Email: jodriscoll@ruisliphigh.org.uk

Continue to the Equality Monitoring Form (next page)

Equality Monitoring Form

We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application, however completion **is optional**. In accordance with data protection legislation, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel. For the successful candidate, the form will be retained securely as part of the confidential staff record.** Thank you.

Post Applied For:		Where did you see this post advertised?	
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Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender: Female ☐ Male ☐ Prefer to self-describe ☐ :

Age: 16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65+ ☐

Disability:

The Equality Act (2010) defines a disabled person as someone with a 'physical or mental impairment' which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.' To see if this applies to you, please visit: www.gov.uk/browse/disabilities

Do you consider yourself to have a disability?

Yes

No

Ethnicity: How would you describe your ethnic group? Please tick **one** category below. The categories are based on the population census.

White	
English / Welsh / Scottish / Northern Irish / British	
Irish	
Gypsy or Irish Traveller	
Any other White background (specify if you wish):	
Mixed / Multiple Ethnic Groups	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed / Multiple ethnic background (specify if you wish):	

Asian / Asian British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background (specify if you wish):	
Black / African / Caribbean / Black British	
African	
Caribbean	
Any other Black / African / Caribbean background (specify if you wish):	
Other Ethnic Group	
Arab	
Any other ethnic group (specify if you wish):	

Religion			
Buddhist		Muslim	

Christian		Not Religious	
Hindu		Other	
Humanist		Prefer not to say	
Jewish		Sikh	