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| Title of post applying for: |  | | Reference number: |  |
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| Closing date: |  | | Application number: |  |

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| When you have completed this form please check you have filled in all the relevant parts and you have signed the form, please return your completed form to **SIPS Education Ltd, 2nd Floor Guardian House,** **Cronehills Linkway, West Bromwich, West Midlands B70 8GS** or via email to [**hr@sips.co.uk**](mailto:hr@sipseducation.co.uk)  **Please do not send CVs, these will not be accepted.**  Canvassing Governors or members of The School, either directly or indirectly, for any appointment shall disqualify the candidate concerned.  Rehabilitation of Offenders Act 1974  All Posts involving direct contact with Children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.  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.  Any convictions listed on a DBS check will be considered on a case-by-case basis.  All information provided by applicants and the DBS will be treated in strictest confidence in accordance with the DBS’s Code of Practice. |

Immigration (Restrictions on EmplOyment) Order 2007

We are legally obliged to ask you to provide evidence of your right of work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport or UK birth certificate combined with an official document giving your NI number. Further details are available from the UK Visa & Immigration Website.

Name (please print):

Sign:

Date:

sign and date

I hereby consent to The Orchard School and relevant organisations processing and retaining the data contained within this form for recruitment, selection and employment related purposes only.

I declare that all the statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information.

I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. (Please note application forms submitted electronically/online will require to be signed should you progress to the next stage of the process).

DECLARATION

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

A copy of our child protection policy can be found here: <https://www.orchard.sandwell.sch.uk/safeguarding>

In line with Keeping Children Safe in Education, an online search will be undertaken on all shortlisted candidates. This search does not form part of the shortlisting process and you will have the chance to discuss any issues of concern that come up during the search at interview.

SAFEGUARDING

This information will be processed and stored for the purpose of recruitment and employment with The Orchard School. All personal and sensitive information will be processed in accordance with the Data Protection Act 2018 and GDPR 2018. It is your responsibility to notify Office Manager of any changes to your personal information that we hold about you. For more information on our procedures, and what we do with your data, please refer to a copy of our Privacy Notice. For any other enquiry relating to Data Protection matters, including Subject Access Requests, please contact the Data Protection Officer at The Orchard School

Data Protection Act

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| Section 1: Personal details |

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| First name(s): |  | Mr |  | | Mrs | |  | Miss | |  | Ms |  | Dr |  |
| Last name: |  | Previous surname(s): | | | | | | |  | | | | | |
| Address: |  | | | | | | | | | | | | | |
| Post code: | | |  | | | | | | | | | | |
|  |  | | | |  | | | | | | | | |
| NI number: |  | Home telephone: | | | |  | | | | | | | | |
| Email address: |  | Mobile telephone: | | | |  | | | | | | | | |
| Date of birth: |  | Work telephone: | | | |  | | | | | | | | |

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| **Details of person to contact in an emergency:** | | | |
| Name: |  | Telephone number: |  |
| Last name: |  | Relationship: |  |
| Address: |  |  | |
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| To the best of your knowledge, are you related to any employee of The Orchard School? | | | | Yes | |  | | No |  |
| If yes, please give details: |  | | | | | | | | |
| In which publication did you see the advertisement for this post? | |  | | | | | | | |
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| Do you need a work permit to work in the UK? | | Yes |  | | No | |  | | |

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| Equal opportunities | | | | | | | | | | | |
| The Orchard School is committed to ensuring equality of opportunity. Your application will be considered on your ability ONLY. The information requested below will ONLY be used to monitor The School’s practices and will be treated confidentially. **If you fail to complete this page fully, it will be viewed as indicating your implied opposition to the Equality Policy and your application will not be accepted.** | | | | | | | | | | | |
| Gender (please tick) | Male |  | Female |  | |  |  | |  | |  |
| Ethnicity | | | | | | | | | | | |
| White | British |  | Mixed (please tick) | | White & Black Caribbean | | |  | |
|  |  |  |  | |  | | |  | |
|  | Irish |  |  | | White & Black African | | |  | |
|  |  |  |  | |  | | |  | |
|  | European |  |  | | White & Asian | | |  | |
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|  | Any other White background  (Please write below) |  |  | | Any other mixed background (Please write below) | | |  | |
|  |  |  |  | |  | | |  | |
| Black or Black British (Please tick) | Caribbean |  | Asian or Asian British (Please tick) | | Indian | | |  | |
|  |  |  |  | |  | | |  | |
|  | African |  |  | | Sikh | | |  | |
|  |  |  |  | |  | | |  | |
|  | Any other Black background  (Please write below) |  |  | | Pakistani | | |  | |
|  |  |  |  | |  | | |  | |
| Chinese, Yemini or other ethnic group | Chinese |  |  | | Bangladeshi | | |  | |
|  |  |  |  | |  | | |  | |
|  | Yemini |  |  | | Any other Asian background  (Please write below) | | |  | |
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|  | Other  (Please write below) |  |  | |  | | |  | |

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| Disability | | | | | | | | | | | | | | |
| Do you have or had in the past, any disability which makes it difficult for you to carry out normal day to day activities? (Please tick) | | | | | | | | | | | | | | |
|  |  |  |  | | |  | Yes |  | No | |  | |  | |
| If YES, please provide details of your disability: | | | | |  | | | | | | | | | |
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| Please identify any special requirements or equipment which may assist you: | | | | | | | | | | | | | | |
| 1. In the recruitment process | | | |  | | | | | | | | | | |
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| 1. To enable you to carry out your job | | | |  | | | | | | | | | | |
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| I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statements on this form will justify dismissal from The Orchard School. | | | | | | | | | | | | | | |
| Signature: |  | | | | |  |  | Date: |  |  |  |  |  |  |

**You will be required at interview to sign this form in person**

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| Section 2: About you | | | | | | | | | | | | | | |
| Please detail below your current (or last) job. | | | | | | | | | | | | | | |
| Current/last job held: | |  | | | | | | | | | | | | |
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| Name and address of employer: | | | | | ` | | | | | | | | | |
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| Salary/wages |  | | | | | | | Grade/scale | | |  | | | |
| How long have you worked/did you work there? | | | | | | | | | | | | | | |
| From |  | |  | | | To |  | | | Please state number of years | | |  | |
| Do your still work there? | | | | | |  | | Yes | | |  | | No |  |
| If YES, state period of notice required: | | | | | |  | | | | | | | | |
| If NO, state reason for leaving | | | |  | |  | | |  | | |  | | |
| Briefly describe your duties | | | | | |  | | | | | | | | |
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| If the job for which you are applying will not be your only job, please give details of all other employment including employer and number of hours worked each week. (N.B. this information is required under the Working Time Regulations) | | | | | | | | | | | | | | |
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| Please state if you hold a current driving licence and the groups of vehicle(s) it covers. | | | | | | | | | | | | | | |
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| Employment History |
| Please list below a complete employment history, attaching any other sheets as necessary. Please include any periods of unemployment. The section **must** be completed. We reserve the right to contact any of your previous employers to obtain a reference. |

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| From | To | Employers name and address | Employed as | Reason for leaving |
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| Education | | |
| GCSE or equivalent standard examinations passed: | | |
| Name of secondary school: | |  |
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| Years attended (From/To): |  |  |
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| Qualification | Subject | Grade | Date |
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| Further Education (if any) | | |
| Name of educational institution: | |  |
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| Years attended (From/To): |  |  |
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| Qualifications obtained: | | |

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| Qualification | Subject | Grade | Date |
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| Qualification | Subject | Grade / Class | Date Passed |
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| Higher education (if any) | | | |
| Name of University/College attended: | |  | |
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| Years attended (From/To): |  | |  |
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| Qualifications obtained: | | | |

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| Qualification | Subject | Grade | Date |
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| Courses attended/ further qualifications | | | |
| Name of University/College attended | |  | |
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| Years attended (From/To): |  | |  |
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| Qualifications obtained: | | | |

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| Qualification | Subject | Grade | Date |
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| Qualification | Subject | Grade | Date |
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| Qualification | Subject | Grade / Class | Date Passed |
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| Supporting information |
| (Please continue on a separate sheet if necessary) |

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| Preliminary DBS |
| If you have been convicted of any offence(s), or if there are any proceedings pending against you which are relevant to the post, please give details. (In accordance with the Rehabilitation of Offenders Act 1974 only relevant convictions will be taken into account when assessing your capability. However you are required to declare all, including spent, convictions if the post is covered by an Exception Order of the Act).  t, |
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| Referees |
| Please give the names, addresses and contact numbers of two persons who we can approach for work related references. Your current or last employer must be included if they exist - if not, whoever you consider suitable e.g. Headteacher for school leavers.  t, |

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| Referee 1: | |  |  |  |  |  |
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| Address:  Postcode: | | | | | Occupation: |  |
| Telephone number: |  |
| Email address: |  |
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| Referee 2: | |  |  |  |  | |  | |
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| Address:  Postcode: | | | | | Occupation: | |  | |
| Telephone number: | |  | |
| Email address: | |  | |
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| May we contact your current employer at this stage without further reference to you? (Please tick) | | | | | | | | |
|  |  | | | | Yes |  | No |  |
| If you have any other relevant information concerning your experience, relating to the selection criteria outlined on the personnel specification, please give details below. Additional sheets may be attached, however please state only the job reference and application numbers on each sheet. | | | | | | | | |
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| Information provided on this document is protected by the provisions of the GDPR 2018. More information can be found on the school website: [www.orchard.sandwell.sch.uk](http://www.orchard.sandwell.sch.uk) , within our privacy notices.  We will process the information you provide on this document in accordance with the requirements of GDPR. For further information, please see our privacy notice. | | | | | | | | |