

Application form

Non-Teaching roles



Please call 01736 763324 if you have any questions on how to complete this form or if you require it in a different format.

Please fill in **all sections** of the form using **black ink/type**. The information you provide will help us make a fair decision in the selection process.

About the role

Role applied for:	
Ref no:	

About you

Title:		Surname:	
First name(s):			
Home address:		Home phone:	
		Work phone:	
		Mobile:	
Postcode:		Email:	
NI Number:		<i>(This information is available from the Department for Work and Pensions)</i>	

Qualifications achieved from secondary, higher and further education

GCSEs, O Levels, A Levels

School/college attended (with dates) and location	Level and number of qualifications (e.g. 10 O Levels)	Grade awarded	Year achieved

Higher education below degree level:

School/college attended (with dates) and location	Qualifications achieved with subjects	Grade awarded	Year achieved

Education at degree level and beyond:			
Type of qualification (BA, BSc, Bed, Hons, MA PH.D etc)	University/college & subject title of qualification	Class or Grade	Year achieved

Your current or most recent employment			
Note: If you are applying for your first job, please provide any voluntary work/work experience in the "Previous employment or experience" section.			
Employer name:		Job title:	
Employer address:		Salary:	
		Start date:	
		Leave date: (if applicable)	
Reason for leaving:			
Salary & salary point:		Additional allowances (TLR, SEN, R&R):	
Main duties and responsibilities (include any additional roles undertaken):			

Previous employment or experience				
Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc).				
Dates (dd/mm/yy)		Name of school/employer and address or Reason for gap in employment	Job title, duties and responsibilities. Please include: type/status of school; number on roll; key stage(s) or year group taught; and gender taught	Reason for leaving
From	To			

Safeguarding children, young people & vulnerable adults
We are committed to safeguarding children, young people and vulnerable adults. From your training and/or experience, please give examples that demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment.

Your supporting statement

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.

If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc.

Interview requirements

We will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have specific requirements for attending an interview, please let us know:

References

Please provide 2 references. Do not use friends or relatives. We will ask for references before your interview.

We will ask for references before your interview. If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is 'time expired') and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact us the school you are applying to.

Reference 1: This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university).

Reference 2: If you have worked with children, young people or vulnerable adults in the past, but are not currently, this **must** be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice.

Full name:		Full name:	
Job title:		Job title:	
Employer:		Employer:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Relationship to you:		Relationship to you:	
Did this role involve working with children, young people and/or vulnerable adults?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Did this role involve working with children, young people and/or vulnerable adults?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Independent Safeguarding Authority (ISA) registration	
Are you currently ISA registered?	
If yes, please provide your ISA 20 digit personal registration number (by providing this you are consent to check your registration status with the ISA):	

Declaration of criminal convictions	
<p>This post is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore required to disclose all criminal convictions, including any which may be 'spent'. You should also include details of any cautions, reprimands or final warnings.</p> <p>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.</p> <p>Please only include details of old and minor cautions, convictions, reprimands and warnings in accordance with the DBS filtering rules relating to such offences. Details of the filtering rules can be found in the attached Applicants Guidance Notes or from www.gov.uk/db</p>	
Have you been convicted of any criminal offence, whether 'spent' or 'unspent', as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending?	Yes/No
If yes, please provide details:	
Have you ever been cautioned, reprimanded or received a final warning, which although not considered to be criminal convictions and become 'spent' immediately, must be considered in relation to this exempt post?	Yes/No
If yes, please provide details:	
Have you ever been barred or restricted from working with children or vulnerable adults?	Yes/No
If yes, please provide details:	
<p>Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS.</p> <p>It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School.</p> <p>I accept that if any of the information is found to be false or misleading, I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a DBS criminal record check and that Leading Edge Academies Partnership will request my authorisation for such a check to be made.</p>	
Signature:	Date:

Disclosure of interest	
<p>Have you ever received a redundancy payment or pension from a local authority?</p> <p>If yes, please give details including month and year:</p>	
<p>Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)?</p> <p>If yes, please provide details:</p>	
<p>The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence.</p> <p>If needed, do you have access to transport?</p> <p>If needed, do you have a full current UK driving licence?</p>	
<p>The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment?</p> <p>If no, please provide details of your other role(s) and the days and hours you work:</p>	
<p>Canvassing of our Councillors and employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with a Councillor or employee of Cornwall Council your application may be disqualified and, if appointed, you may be dismissed without notice.</p>	
<p>Are you related to, or have you formed any relationship (personal, financial or professional) with any current Councillor or employee of Cornwall Council, or School Governor?</p> <p>If yes, please give details:</p>	
<p>Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role?</p> <p>If yes, please give details:</p>	
<p>Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment?</p> <p>If yes, please give details:</p>	

How we protect your personal information
<p>We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 6 months; anonymised data will be kept for monitoring purposes.</p>

Your declaration			
I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.			
Signature (applicant):		Date:	
Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.			
If you have completed this form on behalf of the applicant, please add your details:			
Name (printed):		Contact number:	

Thank you for taking the time and effort to complete this application form. The role information supplied in the application pack will say where this form should be returned.

Please make sure you complete and return our equal opportunities monitoring form attached to your application pack.