



ENHANCE ACADEMY TRUST

# ENHANCE ACADEMY TRUST APPLICATION FORM



## **GUIDANCE NOTES**

Please read the following carefully before completing the application form:

All of the information in this application form will be treated in the strictest confidence. If you have not received an invitation to interview from us within two weeks of the closing date, you may assume that your application has not been successful.

Please complete all the sections of the application form and send the completed application to:

Email to [recruitment@capacollege.co.uk](mailto:recruitment@capacollege.co.uk)


### **Introduction**

Thank you for your interest in working for Enhance Academy Trust

More now than ever, our children need an outstanding education. At Enhance Academy Trust we believe that access to the best education is a right for all our children and young people. Our aim is to support schools and academies through collaboration and sharing. We will ensure that our members are able to provide an excellent education to the children, families and communities that they serve.

As an employer our expectations are high. We expect drive, flexibility, energy and commitment from our staff.

Once again, thank you for your interest in job opportunities at Enhance Academy Trust, and we look forward to receiving your application.



**APPLICATION FORM**

**1. Post Details**

Post Title:

**2. Personal Details**

<b>Full Name:</b>					
<b>Title:</b>	Mrs / Ms/ Miss/ Mr				
<b>Address Line 1:</b>					
<b>Address Line 2:</b>					
<b>Town/City:</b>					
<b>Post Code:</b>					
<b>Telephone Number:</b>			<b>Mobile Number:</b>		
<b>Email Address</b>			<b>National Insurance No</b>		
<b>Do you hold Qualified Teacher Status?</b>	Yes/No	If yes, please give award date:		If yes confirm teacher number:	

**3. Professional Bodies**

If you are a member of any Professional bodies/associations, please list them below.

<b>Institution Name</b>	<b>Grade of Membership</b>	<b>Date Gained</b>

**4. Education**

Please list in date order beginning with your most recent achievement. Please note that if appointed, your original qualifications will be required for verification.

<b>Name of school, college, university etc.</b>	<b>Qualifications obtained and grade</b>	<b>Year Awarded</b>

**5. Formal Training Undertaken / CPD**

**Please show here that you have the training asked for in the employee specification, including apprenticeships and membership of professional or technical bodies**


## 6. Current or Last Employer

Please note any gaps in your employment history must be documented.

Please indicate if you have lived or worked abroad in the last 5 years.

<b>Position Held / Post Title:</b>			
<b>Name and Address of Employer / Employing Authority:</b> <b>If Academy / School what type and NOR:</b>			
<b>Salary / Scale and Weekly Hours:</b>			
<b>Date Employment started:</b>		<b>Date finished (if applicable):</b>	
<b>Notice required:</b>		<b>Reason for leaving:</b>	
<b>Please detail the main duties, responsibilities, experience gained and key achievements. Please relate this to the criteria in the job description/person specification/core competencies.</b>			

## 7. Previous Employment

Please list your complete previous employment in order, starting with the most recent.

<b>Position Held / Post Title:</b>		
<b>Name and Address of Employer / Employing Authority:</b>  <b>If Academy / School what type and NOR:</b>		
<b>Salary / Scale and Weekly Hours:</b>		<b>Date Employment started:</b>
<b>Date finished:</b>		<b>Reason for leaving:</b>
<b>Please detail the main duties:</b>		

<b>Position Held / Post Title:</b>		
<b>Name and Address of Employer / Employing Authority:</b>  <b>If Academy / School what type and NOR:</b>		
<b>Salary / Scale and Weekly Hours:</b>		<b>Date Employment started:</b>
<b>Date finished:</b>		<b>Reason for leaving:</b>
<b>Please detail the main duties:</b>		

<b>Position Held / Post Title:</b>	
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<b>Name and Address of Employer / Employing Authority:</b>  <b>If Academy / School what type and NOR:</b>		
<b>Salary / Scale and Weekly Hours:</b>		<b>Date Employment started:</b>
<b>Date finished:</b>		<b>Reason for leaving:</b>
<b>Please detail the main duties:</b>		

*If you need extra space, you may continue on additional sheets.*

**Please note all gaps in your employment history must be documented below, including time spent living/working abroad. If you have worked/resided outside the UK for more than 3 months in the last 5 years, we would require Certificate of Good Conduct**

### 8. Supporting Statement/ Further Details

**Please detail any further information in support of your application including any skills, knowledge, experience, and/or special interests which you consider relevant and how they satisfy the criterion on the Person Specification.**

### 9. General Information

<b>Are you related to or a personal friend of any employee or Governor of the Trust and its associated Academies?</b>	Yes/No
<b>If yes, please state their name and position:</b>	
<b>Do you possess a full clean driving licence?</b>	Yes/No
<b>Where did you see this vacancy advertised?</b>	

## 10. Referees

Please nominate your referees below who will be approached by the Trust should you be invited to interview. **The first referee must be your current or most recent employer, the second must be your previous employer.**

**Third reference:** If you are **not** currently working with children (paid or voluntary) we may require a third referee, this will be discussed at interview.

If you are in, or have just completed full time education, one referee should be from your school/college. **Personal references will not be accepted.**

	First Reference	Second Reference	Possible Third Reference if required
<b>Name:</b>			
<b>Address:</b>			
<b>Telephone Number:</b>			
<b>Email Address:</b>			
<b>In what capacity do you know the referee?</b>			

## 11. Availability for Interview

Please list any dates during the next eight weeks when you would not be available for interview. We will try to accommodate this wherever possible.

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## 12. Disclosure of Criminal Background of those with Access to Vulnerable Groups / Rehabilitation of Offenders Act 1974

If shortlisted and invited to interview for this post, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. you must complete the attached criminal record declaration form and will be asked to present this in an envelope marked 'Private and Confidential' to the Chair of the recruitment panel but do not need to do anything at this stage.

As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. The information provided will be treated as confidential and will only apply

to this particular vacancy. Failure to disclose relevant information concerning previous convictions may lead to dismissal or disciplinary action by Enhance Academy Trust.

The successful applicant will also be required to submit a disclosure via the Disclosure and Barring Service (DBS) which will detail any previous criminal convictions together with other information as appropriate, which the police deem relevant in connection with the position applied for. Having a criminal record will not necessarily bar you from employment; each case will be judged on its own merits.

### 13. Declaration

I declare that the particulars given are correct and that I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information could result in my application being rejected, disciplinary action being taken that would lead to my dismissal, or possible referral to the police.

I confirm that I am not disqualified from working with children, and that I am not subject to any sanctions by a regulatory body.

I acknowledge that if I am offered employment with Enhance Academy Trust the offer will be subject to verification of qualifications, the appropriate disclosure and barring check, medical clearance, and receipt of satisfactory references.

Schools are now required, as part of their shortlisting process to carry out an online search as part their due diligence. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

I understand that an online search will be conducted on my name(s) if I am shortlisted for the above role, I am also aware that the school may want to explore anything they find with me at interview stage”

I also confirm that I am able and have the necessary documentation to prove that I am able, to work in the UK.

I accept that these details will be entered on the HR computer system and will also be held within a manual filing system. I agree to the processing and storage of these details and if appointed, give my consent that these and further details may be stored and processed as appropriate by the Trust in accordance with the relevant provisions of the current Data Protection Regulations. This may include the reproduction of photographic images of me for internal and external marketing activities relating to the interests of the Trust. Please visit the Trust’s website to view the Trust’s privacy notice: [www.enhanceacad.org.uk](http://www.enhanceacad.org.uk)

Should any of my personal details change (including information such as my address, information pertaining to criminal convictions or information relevant to childcare disqualification), I will update the Trust accordingly and in a timely manner.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### **DISCLOSURE DECLARATION**

**The information disclosed on this form will not be kept with your application form during the application process.**

#### **Policy statement on recruiting applicants with criminal records:**

Enhance Academy Trust is committed to Safeguarding and promoting the welfare of children and applicants invited to interview are required to give details of any criminal convictions which are not spent.



In addition, you are also required to disclose any convictions, cautions, reprimands, or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The successful applicant will also be required to submit a disclosure via the Disclosure and Barring Service (DBS) which will detail any previous criminal convictions together with other information as appropriate, which the police deem relevant in connection with the position applied for. Having a criminal record will not necessarily bar you from employment; All cases will be examined on an individual basis, taking the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour

During your employment with the Trust, should you be subject to criminal investigations, convictions, bind-over orders, cautions, reprimands and warnings, prohibition or interim prohibition orders you are required to access a copy of this form and submit it to the Trustees at your earliest opportunity and without undue delay. Failure to do so may in itself lead to formal disciplinary action being taken against you.

For further information on filtering please refer to Disclosure and Barring Service Website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Please note, the new filtering guidance applies to certificates issued on or after 28 November 2020.

It is important that applicants understand that failure to disclose all convictions, cautions, reprimands, or final warnings that are not “protected” could result in disciplinary proceedings or dismissal.

### **Criminal Record Declaration**

Provide this form in an envelope marked ‘Private and Confidential – For the ‘Chair of the recruitment panel’ and bring with you to interview.

If you have any convictions, cautions, reprimands, or final warnings which are unspent as defined by the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (amended in 2013 & 2020); please provide details of your criminal record in the space below.

<p><b>Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</b> (If yes please provide details)</p>	<p>Yes / No</p>
<p><b>Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?</b> (If yes please provide details)</p>	<p>Yes / No</p>
<p><b>Do you have any prohibition or interim prohibition orders in place or on record?</b> (If yes please provide details)</p>	<p>Yes / No</p>
<p><b>Do you know of any reason why you would not be considered suitable to work with young people?</b> (If yes please provide details)</p>	<p>Yes / No</p>

**Declaration:**

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Enhance Academy Trust.

<b>Signed:</b>		<b>Date:</b>	
<b>Name:</b>			
<b>Position Applied For:</b>			
<b>Academy:</b>			