



**SAFE START SCHOOL**  
WILLPOWER-NITIAIVE-SUCCESS-IMPATY-RESPECT

# Application form

## DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

## VACANCY INFORMATION

Application for the post of:

What date are you available to begin a new post?

Where did you first hear about this job?

## DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

Safe Start school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

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.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Safe Start privacy notice.

**Do you have a DBS certificate?:**  Yes  No      Date of check:

If you've lived or worked outside of the UK in the last [5 years], Safe Start school 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

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we've received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

#### TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived and/or worked outside of the UK, the Safe Start must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

#### RIGHT TO WORK IN THE UK

Safe Start 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.

#### SIGN AND DATE

Name (please print):

Sign:

Date:

## 1. Personal details

PERSONAL DETAILS	
<b>First name</b>	
<b>Surname</b>	
<b>Preferred title</b>	
<b>Previous surnames</b>	
<b>If you prefer to be called by a name other than the one listed above, please specify</b>	

CONTACT DETAILS	
<b>Address</b>	
<b>Postcode</b>	
<b>Home phone</b>	
<b>Mobile phone</b>	
<b>Email address</b>	

DISABILITY AND ACCESSIBILITY
SafeStart has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

#### TEACHING POSITIONS: RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?

- Yes
- No

If yes, please state on what basis:

- UK citizen
- EU settled status
- Skilled worker visa
- Graduate visa
- Youth mobility visa
- Other – please provide full details in the box below

#### TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you spent time living and/or working outside of the UK?

- Yes
- No

If yes, please give details, including countries and relevant dates:

## RELATIONSHIP TO THE [SCHOOL/TRUST]

Please list any personal relationships that exist between you and any of the following members of the Safe Start

- [Governors/trustees]
- [Local governors]
- Staff
- Pupils

If you have a relationship with a governor, trustee, local governor or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at [school/trust]

## 2. Employment history

Choose the table below that's most appropriate. Delete the other table.

For teaching posts, including teaching assistants:

CURRENT EMPLOYMENT DETAILS								
Job title	Employer details (name, address, email and/or telephone)	Dates employed	Age range taught	No. on roll	Permanent or temporary	Part-time or full-time	Salary (inc. allowances)	Description of responsibilities

For non-teaching roles:

CURRENT EMPLOYMENT DETAILS						
Job title	Employer details (name, address, email and/or telephone)	Dates employed	Permanent or temporary	Part-time or full-time	Salary details	Description of responsibilities



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### TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last [3 years] that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider

### TEACHER STATUS

<b>Teacher reference number</b>	
<b>Do you have QTS?</b>	
<b>QTS certificate number (where applicable)</b>	
<b>Date of qualification</b>	
<b>Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?</b>	
<b>Are you subject to a General Teaching Council sanction or restriction?</b>	

### ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

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DRIVING LICENCE DETAILS	
<b>Do you have a valid driving licence?</b>	

### **4. Letter of application**

Please attach an accompanying letter explaining why you're applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please include your surname and the title of the post you're applying for as the file name for the attachment.

### **5. References**

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee.

The Safe Start school reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POST CODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state:

If you don't wish us to contact your referees without your prior agreement, please tick this box:

## 6. Equalities monitoring

We're bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

EQUALITIES MONITORING INFORMATION								
<b>What is your date of birth?</b>	<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>What is your sex?</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female							
<b>What gender are you?</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say							
<b>Do you identify as the gender you were assigned at birth?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say							
<b>How would you describe your ethnic origin?</b>								
<b>White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background  <b>Asian or British Asian</b> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	<b>Black or Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background  <b>Mixed</b> <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	<b>Other Ethnic groups</b> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group  <input type="checkbox"/> Prefer not to say						
<b>Which of the following best describes your sexual orientation?</b>								
<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Homosexual	<input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say							

**What is your religion or belief?**

- Agnostic
- Atheist
- Buddhist
- Christian
- Hindu

- Jain
- Jewish
- Muslim
- No religion

- Other
- Pagan
- Sikh
- Prefer not to say

**Pregnancy and maternity**

Are you pregnant?

- Yes
- No
- Prefer not to say

Have you given birth within the last 12 months?

- Yes
- No
- Prefer not to say

**Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**

- Yes
- No
- Prefer not to say

**If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.**

- Physical impairment
- Sensory impairment
- Learning disability/difficulty
- Long-standing illness
- Mental health condition
- Developmental condition
- Other